

Agustina Soncini

ABOUT ME

English teacher and Administrative Staff at an English Teaching Institute. Currently a student at a Teacher Training College. I consider myself to be responsible, polite and eager. I like to move forward and overcome myself, always seeking to grow and learn.

- Birth Date: 11/11/1995
- Age: 27 years old
- ID : 42.146.739

Education

- High School No. 6 - José Félix Bogado (Ramos Mejía)

Degree: High School Diploma in Natural Science.

Graduation: 2013

- Lenguas Vivas Alumni Association (AEXALEVI) "J. R. Fernandez" (CABA)

Degree: 6th Adults English Certifacate.

Graduation: 2016

- Teacher Training College "Dr. Joaquin V. Gonzalez" (CABA)

Major: English

Admission: 2017 - 2019 (Incomplete)

- I.S.F.D. N° 88 "Paulo Freire" (Salta 2309, San Justo)

English Teaching Major: Primary, Secondary and Higher Education

Admission: 2023 - On going.

Skills

Languages

English (Bilingual/Native)

Spanish (Native)

Technology Dexterity

Used to handling Microsoft Office package and the like.

Ease when working with different softwares, apps and technological tools.

Intermediate/Advanced computer knowledge.

Work Experience

- DKW Club (Ituzaingo)

Employer: Carlos Stingo (President)

Position: Secretary

Work tasks:

- Customer service.
- Emails/calls management, attention to inquiries through these channels.
- Website administration, edition and maintenance.
- Document redaction, edition and classification.
- Auto parts sale and purchase administrator (e-commerce - comex).
- Suppliers management.

From: February 2014
Untill: May 2015

- Tecnofilt S.A. (San Justo)

Employer: Gabriel Soncini (Owner)

Position: Secretary

Work tasks:

- Administration and invoicing.
- Customer service and suppliers management.
- Work place infrastructure organization and administration.

From: May 2015
Untill: December 2015

CONTACT

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32 Alvarado ST, Ramos Mejía, P.O 1704

- English Private Teacher
  - Exam preparation.
  - School exercises.
  - Assistance classes at primary, secondary and higher levels.

From: 2015
Untill: On going

- Cultural Inglesa de Ramos Mejía

Employer: Loiacono Orietta Haydee (Headmaster).

Position: Secretary and Teacher (sub).

Work tasks:

- Customer service.
- Emails/calls management, attention to inquiries through these channels.
- Administration of payments, fees, salaries and invoicings by AFIP.
- Website administration, edition and maintenance.
- Institutional planning, organization and structuring.
- Document redaction, edition and classification.
- Course leveling.
- Official Exams and tests redaction and edition.
- Online and face-to-face English classes at all levels.
- Classes and materials planning and organization.

From: February 2020
Untill: On going