

## CONTACT


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Ciudad Autonoma de Buenos Aires


## SOFT SKILLS

- Active listener, adept at understanding people's needs.
- Emphatic approach to grasp different perspectives.
- Quick learner, capable of adapting to new scenarios.
- Team player with excellent collaboration skills.
- Effective prioritization of tasks for optimal productivity.
- Creative problem solver skilled at overcoming obstacles.

## HARD SKILLS

- Proficient in Microsoft Office Suite (World, PowerPoint, Outlook).
- Demonstrated expertise in accurate and efficient data entry for meticulous record-keeping and information management.

# NANCY MÓNICA A. VILLALOBO

Computer Engineering Student

*I am a highly organized and responsible individual with a determined mindset and creative approach. I consistently demonstrate adaptability in diverse work environments, coupled with strong interpersonal skills to tackle challenges effectively.*

## RELEVANT EXPERIENCE

### Interpretation and Translation Services

**Homeland Language Services** | April -October 2023

### Database Management and Customer Service

**Learning Point** | February 2022- January 2023

- Conduct regular tests and assessments to guarantee the security, privacy, and integrity of data.
- Develop and deploy databases aligning with the information requirements and perspectives of end users.
- Construct database systems with a focus on high availability and quality tailored to the specific roles of each end user.

### Executive Assistant

**Global Task S.R.L** | February 2022- January 2023

- Generate reports, presentations, and briefings.
- Offer thorough and comprehensive administrative support.
- Utilize technical tools and software, including the Microsoft Office Suite, particularly word processing software and Excel spreadsheets

- Adept at organize information, materials, and schedules with a keen focus on efficiency and precision.
- Advance skill in data analysis and manipulation using Excel for informed decision-making.
- Experienced in creating dynamic presentations using PowerPoint to convey complex information effectively.
- Strong command Microsoft World for document creation, formatting, and editing.
- In-depth knowledge of Outlook calendar management, and tasks organization.

## ACADEMIC BACKGROUND

### Universidad de Buenos Aires

**Computer Ingineering** | March 2023 - Present

- Currently finishing the first year.

### High School Diploma on Administration and Economics

**SEADEA** | 2013-2018

## LANGUAGES

### English

- C1 - Full professional proficiency
- Cambridge English B2 First

### Spanish

- Native

## COURSES AND WORKSHOPS

### Alura Latam, Oracle Next Education 2023

- Training in Programming
- Training in HTML & CSS
- Front-End Developer
- Self-development course