

Detalles personales

Name
Evelyn Castroman

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Place of birth
Ciudad autónoma de Buenos Aires, Argentina.

Gender
Female

Driving licence
A

Nationality
Argentina

Marital status
Single

LinkedIn
https://www.linkedin.com/in/evelyn-castroman-soria-984929119?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

Skills

Google apps	Expert
MS office	Expert
Interpersonal relationships	Expert
Management systems	Expert

Evelyn Castroman

I am currently studying a Bachelor's degree at the UNA (National University of the Arts), specialized in the Latin American region. In terms of my professional level, I focus on customer service and secretarial work.
I have experience in organizing personal and corporate agendas, sales, money handling and different payment methods, among other tasks.

Work experience

Administrative assistant
2023 - Present

PwC, Ciudad autónoma de Buenos Aires, Argentina.

As an administrative assistant at PwC Canada, I provide comprehensive administrative support to stakeholders and directors. In this role, I work closely with a team of assistants to ensure the smooth functioning of daily operations. My responsibilities include managing calendars, scheduling meetings, coordinating travel arrangements, preparing documents and presentations, and handling correspondence.
I also assist with organizing events, maintaining records and databases, and handling various administrative tasks as needed.

Working closely with stakeholders and directors, I prioritize their needs and ensure efficient communication and coordination. This role has further developed my organizational and multitasking skills, as well as my ability to work independently and maintain confidentiality.

Hospital Administrative
2018 - 2023

Hospital Alemán, Ciudad autónoma de Buenos Aires, Argentina.

I worked as a healthcare administrator in the cardiology field.
My tasks primarily involve admitting patients for consults and different kind of examinations.
I am responsible for monitoring the stock of supplies for the department, managing medical agendas, scheduling appointments, performing relevant administrative duties for the institution, and handling medical software tools.

Check in agent
2017 - 2018

LATAM Airlines, Ciudad autónoma de Buenos Aires, Argentina.

I worked as a passenger check-in agent.
My job focused on receiving passengers and their baggage at the check-in counter at Jorge Newbery Airport.
During my time there, I had the opportunity to work with aeronautical computer tools such as Sabre and Amadeus. This allowed me to deepen my knowledge of various regulations and the required documentation for different types of passengers.

Commercial internship
2016 - 2017

Banco Supervielle, Ciudad autónoma de Buenos Aires, Argentina.

I completed a 3-month internship at a bank branch.
During my internship, my main responsibilities were to assist customers visiting the commercial area of the branch.
I gained the ability to open bank accounts, unlock and issue plastic cards, perform credit assessments, provide assistance with ATMs, and handle various other tasks.

Education

Bachelors Degree
2020 - Present

UNA, Ciudad autónoma de Buenos Aires, Argentina.

I am currently in my third year of my Bachelor's degree.
Obtaining a Bachelor's degree in Arts and Latin American Thought ensures a strong foundation in practical, theoretical, and complex technical knowledge for research and management with an interdisciplinary and integrative appeoach within the Latin American regional context.
This education fosters a professional performance with a high level of responsibility in tasks such as research, advising, and/or managing cultural policies, as well as a solid understanding of Latin American cultures and thought, with special attention to the relationship between cultural practices and socio-historical processes as a complex web of mutual articulations.

GED 2012 - 2016

Instituto inmaculada Concepción, Ciudad autónoma de Buenos Aires, Argentina.

Graduated from high school with a specialization in commercial expertise.

Certificate

FCE 2016

Certicate of FCE (First Certicate in English) from the Cambridge Institute of English Language.
English proficiency level: C2.

Languages

English

Hobby

Languages

Ancient history