

INFO

Birth: 18/02/1993

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EDUCATION

ARCHITECT
University of Buenos Aires
2011 - 2016

Bachelor's Business Administration
University of Buenos Aires
2018 - 2026

SKILLS

Teamwork
Client support
Project Planning
Attention to detail
Problem solving
Organized
Operation management
Business negotiation

LANGUAGES

ENGLISH: ADVANCED

SPANISH: NATIVE

PORTUGUESE: INTERMEDIATE

ERIKA PAULA BLUFSTEIN

PROFILE

I am a professional with over 8 years of experience working in major IT companies. I started out providing support to engineering teams and I gained more experience within the team and began taking on more active roles, eventually leading the engineering team.
I am currently seeking a new job that will allow me to continue growing both personally and professionally. I consider myself a flexible individual open to challenges, always eager to learn more.

WORK EXPERIENCE

The Ascott Limited / Administrative Assistant
From Apr 2023 - Dec 2023

- Provide administrative support to the Hotel Manager, including managing schedules, coordinating meetings, and handling correspondence.
- Prepare and distribute internal communications, memos, and reports to ensure effective communication within the hotel team.
- Assist with the recruitment and onboarding process for new hotel staff, including scheduling interviews and preparing orientation materials.
- Assist with event planning and coordination for hotel functions, meetings, and conferences.

NOKIA / Project engineer
From Sept 2017 - Jul 2022

- Participated in various projects involving Smallcells, FTTH, equipment replacement, and LTE 4G optimization.
- Conducted comprehensive site surveys, analyzed RF parameters, and fine-tuned network configurations to optimize coverage and capacity, ensuring alignment with project objectives.
- Leadership of the engineer team, facilitating effective communication, task delegation, and progress tracking to ensure project milestones were met on time and within budget.
- Managed the engineering aspects of projects, monitoring progress of deliverables and milestones.
- Communicated with stakeholders, issued meeting minutes, produced weekly and progress reports.

Alcatel-Lucent / Technical drafter
From Aug 2013 - Sept 2017

- Site visit and subsequent assembly of documentation to present to the client
- Utilized AutoCAD and other drafting software to produce technical drawings in adherence to industry standards
- Managed the revision and modification of drawings based on feedback from project stakeholders
- Participated in team meetings to discuss project requirements and progress

SOFTWARE

Autocad		Revit	
Photoshop		ASANA	
Sketchup		MS Office	
JIRA		Project	