

CONTACT DETAILS

/in/fiammacorradini
corradinifiamma@gmail.com
+54 9 2224 54-3107
Buenos Aires, Argentina

EDUCATION

English Translator Universidad Argentina de la Empresa UADE
2015-2023

EDUCATIONAL TOOLS

Articulate Rise
Bamboozle
Edpuzzle
Educaplay
ThingLink

MS OFFICE SUITE

Excel
Word
Powerpoint

SOFT SKILLS

Attention to detail
Teamwork
Communication
Adaptibility
Translation
Proofreading
Editing
Teaching

Fiamma Corradini

ENGLISH/SPANISH TRANSLATOR

I am training in editing and I am a Certified English Translator. I am seeking job opportunities that will allow me to showcase my skills and professionalism. I have gained practical experience in two international companies.

WORK EXPERIENCE

- **Executive concierge / PwC**
  April 2023 – current job

  Direct support to Partners and Managing Directors from the United States.
  Travel Arrangement.
  Document Support.
  Reporting and billing.
  Time and expenses.
  Meeting and Events.

- **MC Delivery Analyst/ Accenture**
  April 2022- March 2023

  Advanced skills in instructional design and development to create comprehensive learning materials, including vILTS, Job Aids and One Pagers.
  Proficiently and effectively participated in meetings woth onshore and functional teams to ensure seamless coordination and collaboration in project execution.

- **English Teacher/ Alianza America, Instituto Yapeyu, Miro College, Speak Up Institute**
  March 2020- March 2023

- **Executive Secretary/ Minibus Ezeiza SRL**
  March 2015- March 2019

  Managed executive phone calls and responded to inquiries promptly.
  Maintained accurate and up-to-date reports and files.
  Successfully planned and executed events with internal and external stakeholders.