

NICOLAS IGNACIO LUNA

CONTACT INFORMATION

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Location: Microcentro, Buenos Aires, Argentina

EDUCATION

Facultad de Ciencias Económicas UBA - En curso

Licenciatura en administración de empresas 2023 - 2027

LANGUAGES / SKILLS

English Language

Level C1: Advanced

French Language

Level A2: Elementary

Advanced proficiency in office software packages, such as Microsoft Office and Google Tools

WORK EXPERIENCE

Booking agent onshore

GrowPro , December 2023 - June 2024

- Responded promptly and accurately to customer support inquiries by phone and email.
- Handled administrative duties related to visa applications and enrollment in educational institutions, including document processing.

International analyst

Icana, September 2022 - December 2023

- Developed and implemented Excel procedures used to track client and purchase information.
- Supervised and scheduled international exams, meetings, and international shipments.
- Provided IT support for testing equipment.

Administrative recepcionist

Cut-Me, February 2018 - June 2020

- Provided friendly and efficient customer service.
- Processed payments and transactions accurately and efficiently.