

About me

I am a responsible and organized individual with a strong commitment to delivering quality work. I am dedicated to continuous learning and seek excellence in every aspect of my work. I am currently looking for a position where I can apply my skills and experience while I continue to grow and develop professionally.

Lenguage

- **English (C1)**
- **Italian (A2)**
- **French (A1)**

Soft Skills

- Attention to detail
- Multitasking
- Organization
- Time Management
- Commitment to Efficiency
- Teamwork
- Critical Thinking
- Adaptability
- Problem - solving
- Eager to learn

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cdanzasmith
Barracas, CABA, Argentina

Camila Danza Smith

Bahelor's in Sociology | Administrative assistant

Experience

ENRE
Administrative Assistant
2020 - Currently

- Data entry & Control (Lotus Notes & Salesforce)
- Report generation and Analysis (Excel)
- Instruction Preparation (training materials & user guides)
- Organization and Control of Critical Documentation
- User Assistance and Complaint Resolution

Faggiani Reynafe Fernandez & Asoc. Law Firm
Courier
2019

- Administrative tasks in CABA for a Cordoba based law firm

Education

University of Buenos Aires
Bachelor's Degree in Sociology
2018-2022

University of Buenos Aires
Posgraduate Diploma in Data Analysis and Public Policy (Python - SQL - Power BI)
2024

Courses

- Excel (Introductory to Advanced) - ECA
- Excel (Dynamic tables) - INAP
- Advanced Statistical Analysis with SPSS - IDES-UNTREF
- Introduction to Data Science on R - F. Ciencias Sociales (UBA)
- Power BI - LinkedIn
- Data Science - Digital House
- Data Bases - Instituto Humai

Technical Skills

- Microsoft Office Suite
- Google Workspace
- Python
- RStudio
- Salesforce
- SQL
- Power BI
- SPSS
- Atlas.ti
- Tableu