

PERSONAL STATEMENT

I define myself as a proactive, responsible and positive person. I am always in a constant search to learn about a new topic or acquire a new skill.

CONTACT DETAILS

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(011) 6110-8164

linkedin.com/in/tamaraagustinacevallos/

Coronel Méndez 1480, Avellaneda.

SKILLS

- Advanced English
- Power BI
- Alteryx
- Tableau
- SAP Concur
- Excel
- Simplit
- Pasar

Tamara Cevallos

Administrative assistant.

CH Robinson

June 2023-February 2024

Operations coordinator

- Payment to suppliers.
- Tax collection.
- Invoicing.
- Creation of credit notes.

PwC Argentina

November 2021-May 2023

Bilingual administrative assistant

- Bank reconciliations.
- Reporting.
- Agenda management.
- Account control
- Automations.

Teleperformance

April 2021-October 2021

Telemarketer

- Telephone sales.
- Customer service.
- Quality surveys.

EDUCATION

2016-2024 **Bachelor of Foreign Affairs**

National University of Lanús