JULIETA IRINA SOLÁ QUIROGA

ABOUT ME

I consider myself a responsible, proactive, and organized person, capable of working independently or in a team, even under pressure. I have the initiative to solve problems efficiently and achieve the objectives set by the company. My goal is to continue developing professionally and personally in the areas of translation, regulatory compliance, and analysis within a dynamic environment.

CABA

solaquirogaj@gmail.com

2994130449

SKILLS

Soft Skills

- Effective communication
- Problem-solving
- Teamwork
- Adaptability
- Initiative and proactivity

Languages

- Native Spanish
- English: Professional C2

Software Tools

- Word
- Excel
- Powerpoint
- Outlook
- Familiar with data management systems
- Intermediate knowledge of Power BI

PROFESSIONAL CAREER

Operations Analyst - Valiu

2024 - Present

- Main point of contact for customer service, ensuring prompt and tailored responses to user needs.
- Daily monitoring of customer operations, primarily focused on currency exchange transactions.
- Conducting customer onboarding, including document verification and file compilation, in compliance with internal and regulatory standards.
- Overseeing adherence to compliance standards in client identification and validation procedures.
- Developing and improving operational workflows and internal procedures.

Insurance Operations Analyst - Marsh & McLennan Companies

2020 - 2023

- Managing clients and processing policy modifications.
- Updating policyholder databases, ensuring accuracy and regulatory compliance.
- Preparing reports and analyses on policy statuses and requests.
- Training and developing new employees in internal procedures.

Freelance Translation

2018 - 2020

- Translating business letters, purchase documents, diplomas, CVs, websites, and legal documents.

EDUCATION

Certified English Translator

UADE 2019 - Present (Coursework completed)

International Business

UADE 2017 - 2019

University of Cambridge

Proficiency Certificate in English 2015