Violeta Valledor

Administration Manager/ Office Manager

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Accomplished Administration Manager and Office Manager with over a decade of experience leading efficient administrative operations and providing executive support. Proven expertise in process optimization, budget management, and team leadership. Adept at fostering productive relationships with stakeholders and enhancing operational efficiency.

SKILLS

Invoicing - Accounts Payable – Analysis – Reporting -Data Analysis – Accounting – Budget Management - Risk Management – Process Improvement – Excel - SAP – JIRA – Asana - Salesforce

WORK EXPERIENCE

Administration Manager

ZTE Corporation Argentina -5/2024 – Present

- Directed a team to ensure smooth administrative operations, fostering a collaborative and efficient work environment.
- Developed and implemented streamlined processes for vendor payments, expense reporting, and general office management, resulting in increased operational efficiency.
- Oversaw financial duties, including budget management, expense control, and supplier payments, ensuring alignment with company policies and budget constraints.
- Managed office logistics, maintenance, and supplies to maintain a comfortable and productive environment for employees.
- Built and maintained positive relationships with suppliers and service providers, optimizing contract terms and improving service quality.

HUBs Office Manager

Reserve - 1/2023 – 5/2024

- Led the setup and maintenance of offices in Buenos Aires, Bogotá, and San Francisco.
- Developed and implemented office policies and procedures; coordinated and oversaw office maintenance, equipment procurement, and vendor relationships.
- Streamlined workflow by implementing electronic document management systems and policies, resulting in a 30% increase in efficiency.
- Monitored and managed office budgets, including expense tracking and cost reduction initiatives.
- Served as a liaison between executive management, staff, and external stakeholders.

HUB Office Manager

Inter-American Development Bank - 11/2020 – 02/2023

- Managed daily operations of the IDB Invest office in Argentina.
- Coordinated travel and entertainment logistics (T&E).
- Organized meetings and served as the focal point in the manager's absence.
- Led the hiring process for complementary workforce, including onboarding.
- Provided backup support for accounts payable.

Office Manager

Technology Company - 11/2019 – 11/2020

- Served as Executive Assistant to the CEO and C-level executives.
- Managed special projects and ISO 9001 processes.
- Oversaw purchases, contracts, and general office organization.
- Administered staff-related functions.

Commercial Assistant - Senior
Marsh & McLennan - 02/2019 - 10/2019, license replacement

- Assisted the Multinational Client Services Director and Manager.
- Acted as the focal point in the manager's absence.
- Managed accounts and provided customer service.

Commercial Assistant - Senior
Inclusion - 10/2016 - 02/2019

- Executive Assistant to the CEO and C-level executives.
- Served as the focal point in the manager's absence.
- Monitored and reported on SLAs/KPIs.
- Managed tender processes and contract tracking.
- Oversaw client onboarding processes.
- Managed ISO 9001 sales processes.
- Supported Finance and HR departments.

Executive Secretary / Office Manager - Senior
Logic Information Systems - 09/2015 – 10/2016 - Closure of the company

- Managed administrative and general office functions.
- Served as Executive Secretary to the Country Manager.

Administrative receptionist - Senior
Hamburg Süd -01/2013 - 09/2015

- Performed receptionist duties and administrative tasks.
- Managed budgets and provided administrative support.

Senior Analyst
Volkswagen Argentina -03/2012 - 12/2012

- Managed special projects for the executive team and Presidency.
- Handled import license filings.
- Provided PR and HR support.
- Managed immigration procedures for foreign personnel.

Senior Executive Assistant
Volkswagen Argentina -03/2011 - 02/2012

- Assisted the Pilot Area Manager and international team.
- Supported project management activities.
- Provided technical translations.

EDUCATION

- *Bachelor in Political Science – Buenos Aires University*
- *Diplomacy Course – Buenos Aires University*
- *Ceremony and Protocol – Buenos Aires University*

LANGUAGES

- Spanish – Native
- English – Bilingual Proficiency
- German – Limited Work Proficiency
- Portuguese – Limited Work Proficiency