

MARÍA BELÉN SANDOVAL

Graduate in International Relations

CONTACT

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Paraguay 2033, CABA, 1121
02/11/1995
24 years old
Argentinian
Workers Identification Number: 27-38689329-8

EDUCATION

UNIVERSITY OF SALVADOR

CAREER: INTERNATIONAL RELATIONS

- Course of study completed (2013-2018)
- Degree: Graduate in International Relations
- 49 of 50 subjects passed
- General Average: 8.37

COMPUTER SKILLS

- Word, advanced level
- PowerPoint, advanced level
- Excel, intermediate level
- Prezi, advanced level

LANGUAGES

- English, advanced level (oral, writing, reading)
- French, intermediate level (oral. writing, reading)
- Portuguese, intermediate level (oral, writing, reading)

ABOUT ME...

As a young graduate in International Relations, my goal is to nourish myself with knowledge and face new challenges that will allow me to grow and build my professional career.

COURSES AND SEMINARS

- Seminario sobre África "de la conformación estatal a los conflictos armados" - UADE (2016)
- Modelo de Naciones Unidas - USAL (2016)
- Seminarios de Latinoamérica Análisis sobre la historia y actualidad de los países del Caribe y Cono Sur -USAL (2016-2015)
- XII Congreso Nacional de Ciencia Política- SAAP-UNCUYO(2015)
- Seminario de Cooperación Internacional al Desarrollo, sobre el rol de los países integrantes de la OCDE- USAL (2015)

WORK EXPERIENCE

SEMISENIOR ADMINISTRATIVE ASSISTANT

Labor Ministry of Buenos Aires, Argentina (Feb 2019 - to date)

- File Organization
- Agreements
- Notifications
- Use of Gdeba system
- Subsidy organization
- Administrative tasks
- Customer service

PRIVATE SECRETARY

Private secretary of a Province Deputy, Argentina (Jun 2018 - to date)

- Schedule management
- Phone assistant
- Customer Service
- Administrative and Secretary tasks
- Meeting assistance

INVESTIGATOR

USAL - IDCSO, Argentina (May 2014 - Aug 2014)