

CLARA ONGAY COLOMBRES

PERSONAL INFORMATION

Date of birth: 27 June 1974
Marital status: married / 1 daughter (15)
Email: claraongay@hotmail.com
Phone: (15) 5586-5085
RETIRO (CABA)

COURSES

- **Executive Secretary** I.A.S.E. / 2016
- **Psychopedagogy** U.C.A. / 1998

CONOCIMIENTOS PROFESIONALES

Written and Oral English	★★★★★★
Microsoft Office	★★★★★
Networking-ecommerce	★★★★★
Social Networks	★★★★
SAP	★★★

PERSONAL SKILLS

- **Resolute**
- **Loyal**
- **Flexible**
- **Tenacious**

SUMMARY

I've worked in different areas, of which I highlight: personal and administrative assistance both in government agencies and private companies.
I learned to act under pressure and with total discretion in a very competitive environment, which encouraged me to carry out my networking project in a US company. It is freelance and I can do it in my free time.

WORK EXPERIENCE

ESCRIBANIA FORNIELES (May 2019)

- Managed the switchboard
- Reception and distribution of envelopes
- Preparation of certificates
- Facilities support

INSTITUTO DE VIVIENDA DE LA CIUDAD (2017-2019)

- Assistant to the Chairman of IVC and support for social tasks participating in moving inhabitants of Barrio 20 to Papa Francisco
- Walk-through different neighborhoods of the city
- Organizing events and meetings with different government officials

THOMSON REUTERS - LA LEY (2013-2017)

- Executive assistant of the South Latam Managing Director, handling a very dynamic agenda
- Coordination and follow-up of travel abroad and in-country, as well as visitors from abroad
- Work expense account submission and payment of same via a customized management system
- Organization of local and international meetings
- General back office for the area

BANCO GALICIA (2012-2013)

- Assistant for the Institutional and Press Manager
- Organization of agendas with journalists, payments, travel, etc.

NACION FACTORING (2005-2011)

- Personal assistant of General Manager
- Organization and follow-up of agendas for the work team
- Management of provider supervision

EL CRONISTA COMERCIAL (2001-2003)

- Assistant of the Financial Manager, setting up and follow-up of agenda
- Control and restocking of office supplies

WORK REFERENCES

- Dolores Elliff, ex Thomson Reuters
- Helena Houston, ex Managing Director South Latam -

HOBBIES AND ACTIVITIES

I participate in the Las Eras Choir. I love sports. I play tennis and ski. I really enjoy going out with friends.