

CILLO, GIULIANA

Date of Birth: 05.07.1992 Quilmes, Buenos Aires, Argentinian
Nationality: Argentinian
Marital Status: Single
Address: Videla 301. **Postal Code**: 1878
City: Quilmes, Buenos Aires, Argentina.
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PERSONAL EXPERIENCE

05.2018-Present
SERVICIOS INTEGRALES, Buenos Aires, Argentina
-Administrative
General Administrative task (banking functions, manage supplys and vendors). Invoice control. Organizing paperwork. Helping with the organization of the payment salaries. Maintain updated knowledge about the business. Manage vendors accounts, generate weekly bank checks. Manage accounts payable, accounts receivable and payroll departments.

03.2018-05.2018
BASECODEIT, Buenos Aires, Argentina
-*Junior*
Helping in the process of ISO – 9001

04.2016-03-2018
-Administrative Assistant
TRADEHELM, Buenos Aires, Argentina
Assist CEO and Vice President of the Company. Travel Management. Invoicing process. Accounts payable functions and monitored company expenses and cash balance. Prepare project management documentation. Payroll. Front Desk.

10.2014-02.2015
ONG- Volunteering
ARGENTINA VISIBLE, Buenos Aires, Argentina
Management of Social Media (Facebook, twitter, web page). Coverage of legislative committees (National Congress and Buenos Aires City Legislature). Statistics research and reports of the voter's trends. Legislative reports. Infographics customized with electoral data and further details for national citizens

EDUCATION

03.2011-10.2017
UNIVERSIDAD DEL SALVADOR, Buenos Aires, Argentina
Bachelor Degree in International Relations
Mark: 7,08

03.2006-12.2010
ELEMENTARY AND HIGH SCHOOL
Secondary School Graduate in Humanity and Social Sciences.
Mark: 7.89

LENGUAGES

SPANISH	First/native language
ENGLISH	LEVEL B2. FCO (2011). Entry Level Certificate in ESOL International,
ITALIAN	LEVEL A2. INSTITUTE ENRICO FERMI
PORTUGUESE	LEVEL C1. INSTITUTE CELS

IT SKILLS

Organization-Strategy plan- ability to work in team.
Analysis of the problems and recommend solutions.
Good Communication and Interpersonal effectiveness
Learning skills with the constantly changes

REFERENCES

MATIAS MAZZUCCHELLI
Director Operations at Tradehelm INC
E-mail: matias.mazzucchelli@tradehelm.com

DARIO BRAVO
Founder & CSO at Basecodeit
E-mail: dbravo@basecodeit.com