Alejandra Gabriela Fava Castro

I



Alejandra Gabriela Fava Castro
Argentine, Single. DNI 34640164. Date of Birth: 20.03.1990
Balvanera
Capital Federal
Mobile Phone. 1164131801alef.arg@gmail.com

EXPERIENCE:

- **"Med Net SRL Empresa de desarrollo de sistemas de salud,** Capital Federal - *Assistant Manager.* *I currently work for a healthcare software development company as an assistant manager performing clerical tasks, assisting customers and other duties inherent and necessary for performing the job. Previously I performed team coordination, requirement and issue tracking.* **09.2015 - Present**

- **"Estudio Jurídico Otto y Asociados",** Capital Federal *-Paralegal.* *I worked for a law office as a paralegal and administrative assistant organizing files, bringing papers to court, calling clients, making legal writings and researching legislation* **04.2015 - 06.2017**

- **Freelance teacher and tutor of Italian language and French language.** I offer individual lessons and tuition of Italian and French language. **12.2010 - present**

- **"Alianza Francesa de Buenos Aires",** Capital Federal — *Librarian assistant.* *My tasks consisted in organizing learning materials and helping library users.* **09.2009 - 11- 2011.**

EDUCATION

03.2010 - 07. 2019 – *Abogada (Lawyer)* - **Universidad del Salvador Argentina**

03.2010- 04.2018- *Licence en Droit* - **Université París I Pantheón – Sorbonne**

03.2010- 04.2018 - *Maîtrise en Droit des Affaires* - **Université París I Pantheón – Sorbonne**

01.2006 - 06.2008 - *High School degree*- I completed my two finals years of high school in a British School in the State of Kuwait . **The British School of Kuwait**

03.2003 - 12.2005 | *High School*- **Instituto Santa Ines, Turdera, Provincia de Buenos Aires.**

LANGUAGES

Spanish. Native speaker.
English. Fluent in written, reading and spoken communication, certified by Cambridge GCSE
Italian. Fluent in written, reading and spoken communication, certified by PLIDA B2.
French. Fluent in written, reading and spoken communication, certified by DELF B2.
Romanian. Beginner level certified by Nivel III Extensión universitaria UBA Derecho.

FURTHER TRAINING:

Digital Marketing course - **Centro de Formación Profesional N°2** --
08.2019 - Present.

ADDITIONAL ACTIVITIES:

- **Yoga and running.**
- **Volunteer work.**

IT SKILLS

Excellent use Microsoft Office and Adobe Reader. Good skills and experience in data entry and digitization of documents.