

AGUSTINA DIAZ HOLLMANN

ADMINISTRATIVE TRILINGÛE ASSISTANT

CONTACT

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/agustina-diaz-hollmann

EDUCATION

Bachelor in Economics and Administration.
English: AACI Institute (oral and
written).
Experienced Portuguese (Oral and written).
Office package: Microsoft PowerPoint, Excel, Outlook, Word, Open Office, Star Office, Numbers, Keynote

WORK EXPERIENCE

Complejo Portuario Euroamerica S.A
Administrative Assistant / Recepcionist
JUL 2017 - SEP 2018

- Customer service, sales, handling of suppliers,
- Billing file tasks, credit notes and
- debit, purchase orders.
- Assistance to different internal sectors such as:
- Commercial Department, Purchasing, HR, Finance,
- Logistics.
- Address management, call forwarding,
- receipt of correspondence for Management.
- Translation of English-Portuguese-Spanish files.

Polo Hotel Resort & Spa,
Administrative Assistant / Receptionist
MAR 2015 - OCT 2015

- Customer Support.
- Administrative tasks in general.

Pousada PG-ONE,
Administration and Translation (Season Dec / March)
FROM 2012 TO 2015

- Customer Support.
- Postnet management
- Various Administrative Tasks

Sofitel The reserve Cardales
Administration and Translation
ONE DAY EVENTS

- Translation
- Assistance in sound and lighting equipment.

PERSONAL PROFILE

I am a professional responsible and organized. Active, dynamic and oriented to the resolution of conflicts with great vocation service.

OBJECTIVE PROFESIONAL

Establish and consolidate in a company that grant stability economic, good weather labor and possibility of increase. Where can apply the experiences and continue to develop my skills in pursuit of growth of the company and Obtaining your goals.

APTITUDES

- Leadership,
- Conflict resolution,
- Resilience
- Self-criticism
- Public relations.
- Management Social Networks.
- Ability to make presentations (oral and
- written).
- Creativity.

LANGUAGES

- Advanced English (oral and written).
- Advanced Portuguese (oral and written).

COMPUTING

- Microsoft PowerPoint
- Excel
- Outlook
- Word
- Open Office
- Star Office
- Numbers
- Keynote.