

Natalia Carrera

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Summary

I have recently started to study web development full stack in order to switch the direction of my career. I am deeply committed with this change and willing to learn the different technologies that might be most appropriate.
I have so far learnt: HTML5, CSS3 and Javascript, and the following tools and technologies: Git, OOP, testing (mocha and chai), TDD, JQuery, design pattern (MVC) .These following months I will be working on NodeJS, docker, express, MySQL, APIs REST and Canvas. Here you can see some of the projects I have been working on:
https://github.com/dominusDeus?tab=repositories

Experience

Receptionist & Board of Directors Secretary

Superior Energy Services - Buenos Aires, Argentina - January 2017, Current

Customer service
Handling telephone listings
Assistance to providers
Sending and receiving mail to operational bases located in different parts of the country
Booking of plane tickets & hotels
General office tasks
Personal assistance to the managerial area
Billing correspondence auditor

Medical benefits auditor

Andar / OSPOCE - Ciudad de Buenos Aires, Argentina - January 2015, December 2016

Typing into the provided software, all invoices received from medical providers, clinics and sanatoriums.
Invoices control & analysis

Manager

America del Sur Hostel - Ciudad de Buenos Aires, Argentina - July 2012, December 2014

Staff coordination - in charge of 17 employees
General expenses and petty cash management
Analysis of hostel rates
Creation and maintenance of excel charts
Reception / International guests' assistance
Reservations / Channel Manager
Handling of suppliers
Candidate interviews / Selection process and induction of new team members
Payment of salaries
Organization of agendas to be developed in management meetings
Active participation in weekly couchings
Social networks

Working Holiday Ireland

"The international" - Dublin, Ireland - June 2011, February 2012

Customer service
Handling complaints
Stock control

Administrative accounting

"Industria de Soja S.A." - Ciudad de Buenos Aires, Argentina - December 2006, March 2011

Administrative record of the commercial circuit from origin to arrival at the port
English / Spanish translation service in commercial operations
Internal market: Billing and accounting tracking (AIDA System)
Customer, suppliers, brokers and managers assistance
Daily control of bank statements

Skills

English

- Bilingual level

French

- Advanced level

Portuguese

- Basic level

Microsoft Office

- Microsoft Word / Excel / Outlook / Power Point

Education

Web developer full stack – Acámica (Javascript / NodeJS)

- 03/209 - Present

Singing Teacher – Conservatorio Nacional Manuel de Falla

- Ongoing

Teacher in Special Education - ISPEE

March 2004 - July 2008

- Oriented to Mental Retardation. GPA: 8.5