Rosario María Nazar Marzari

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Professional Summary

Dedicated Administrative professional with proven skills in managing administrative teams and delegating tasks to accomplish operational goals. Knowledgeable about arranging authorizations, preparing work orders and processing vouchers. Methodical and highly organized with good prioritization and planning abilities.

Skills

- Administrative Management
- Customer Billing
- New Employee Orientation
- Finance
- Protocol oversight
- Customer relations
- Mail handling
- AR/AP
- Business Administration
- Report analysis
- Strategic planning
- Staff management
- Data entry
- Proactive
- Quick Learning Skills
- Results-Oriented

Work History

Administrative Executive, 08/2018 to Current
Tanoira Cassagne Law Firm – Beccar, Buenos Aires

- Prepared and distributed team-based communications to foster collaboration and enhance team morale.
- Reviewed information, created models and contributed to decision-making process by forecasting trends.
- Scheduled appointments and meetings, organized materials and prepared rooms.
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.
- Office Manager.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team efficiency.
- Created appropriate documentation for members of board and senior leadership before meetings.
- Worked with senior management to initiate new projects and assist in various processes.
- Promoted team productivity by keeping supplies organized and well-stocked.
- Salary improvements form member of the team.
- Preparation o monthly and annual economic reports.
- Billing and collections.
- Setting up payment plans for customers.

Administration & Finance Officer, 01/2017 to 08/2018
DeLaval S.A – Victoria, Buenos Aires

- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors.
- Maintained financial accuracy by collecting deposits, fees and payments.
- Communicated with customers via phone and email to confirm deliveries and respond to inquiries.
- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Received inbound calls and answered questions from customers satisfactorily.
- Located and monitored overdue accounts by using automated systems.
- Verified and reviewed customer account information.
- Compiled and analysed data for review by senior management of loan loss reports to measure portfolio performance.
- Sales commission settlement.

Finance & HR Manager, 08/2016 to 01/2017
Cabify S.A. – CABA, Buenos Aires

- Complied with established internal controls and policies.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Prepared budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports to send to Cabify Managers in Spain.
- Maintained and processed invoices, deposits and money logs.
- Performed banking, business administration and financial tasks to guarantee five-star service for clients.
- Billing.
- Payments of suppliers.
- Incentive Plan.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Recruited and screened qualified potential employees.
- Administered compensation, benefits and performance management systems and safety and recreation programs.
- Followed quality standards and procedures to minimize errors and maximize customer satisfaction.

Administrative Manager, 07/2014 to 08/2016
Reales y Asociados SRL – Tigre, Buenos Aires

- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
- Payment of suppliers.

- Bank reconciliation.

Administrative Assistant, 04/2012 to 12/2012
Florencia Franchino Accounting Firm – San Isidro, Buenos Aires

- Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
- Performed general office duties, including answering multi-line phones, routing calls and messages and greeting visitors.
- Developed and updated spreadsheets and databases to track, analyse and report on performance and sales data.
- Processed invoices and expenses using Bejerman Software.
- Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments.
- Arranged rapid office equipment repair and maintenance with vendors.
- Offered departmental administrative support.

Pastry Cheff, 01/2011 to 12/2011
Café De La Tarde (Owner) – San Isidro, Buenos Aires

- Maintained well-organized mise en place to keep work efficient and consistent.
- Determined quantity of product to prepare for next day operation by maintaining detailed production schedule.
- Created unique daily specials to drive business growth.
- Personalized creations for holidays, weddings, graduations and personal events.
- Properly handled and stored food to eliminate illness and prevent cross-contamination.
- Inventoried food, ingredient and supply stock to prepare and plan vendor orders.
- Maintained high food quality standards by checking delivery contents to verify product quality and quantity.

Pastry Intern, 04/2010 to 11/2010
Marien-K – San Isidro, Buenos Aires

- Cleaned and maintained kitchen equipment and oven.
- Prepared all pastry items in accordance with standards of quality, quantity control, taste and presentation.
- Determined quantity of product to prepare for next day operation by maintaining detailed production schedule.
- Replenished and rotated food items, following correct food cooling and storage procedures.

Waitress, 08/2009 to 12/2009
Restaurant "La Esquina de la Horqueta" – San Isidro, Buenos Aires

- Performed complete opening, closing and shift change duties to keep restaurant working efficiently and teams ready to meet customer needs.
- Kept server areas clean and stocked during service hours to increase efficiency while serving tables.
- Applied communication and problem-solving skills to resolve customer complaints and promote long-term loyalty.

- Shared knowledge of menu items and flavours, enabling customers to make personal decisions based on taste and interest.
- Maintained customer satisfaction with timely table check-ins to assess food and beverage needs.
- Restocked salad bar and buffet for lunch and dinner service.

Education

Degree in Administration: Business Administration, 11/2017
Universidad de Buenos Aires – CABA, Buenos Aires

Tertiary Degree: International Chef, 12/2010
CESyT – San Isidro, Buenos Aires

High School Diploma: 12/2018
Portezuelo – Mendoza, Argentina

Language Skills

Spanish- Native
English – Advanced

Contact Referees

Supplied upon request