

Agustina Lete

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ABOUT ME

I consider myself a responsible, dynamic, and creative person, with adaptability and the ability to work under pressure. I have initiative to solve problems efficiently and achieve the goals and objectives set by the company.

WORK EXPERIENCE

Manicurist / Esthetician – Self-employed (2020 – Present)

Personalized services including manicures and various aesthetic treatments for skin care and enhancement. Provide a high-quality experience, adapting each service to the specific needs of my clients.

Nanny – Private Household (2024 – Present)

Responsible for the child's overall well-being, including feeding, diaper changes, and age-appropriate recreational activities. Ensure a safe and stimulating environment for the child's development.

Cosmetologist / Esthetician – Estética La France (2022 – 2023)

Provided customized facial and body treatments. Skin evaluations, application of treatments such as facials, exfoliations, massages, and advanced techniques to improve skin health and appearance. Advised clients on proper skincare and product selection, ensuring comprehensive and high-quality service.

Administrative Assistant – Jaley Cerámicos (2018 – 2023)

Managed daily operational tasks and document organization. Monitored inventory, maintained records, prepared and arranged products according to customer specifications. Coordinated logistics to ensure timely and proper delivery. Issued invoices and managed commercial documentation. Handled payments, cash management, and daily closing. Assisted clients and closed sales. Managed returns, updated inventories, and processed refunds or replacements.

Sales Assistant – Miane (2016 – 2018)

Assisted and advised customers, helping them select products and finalize purchases. Maintained merchandise presentation. Issued invoices and processed payments. Monitored and updated inventory. Coordinated and tracked supplier orders. Handled cash and daily closing procedures.

EDUCATION

Facial and Body Cosmetology Technician Degree – University of Buenos Aires (In progress)

High School Diploma – Colegio Rogacionista Padre Aníbal Di Francia

COURSES

First Aid – Red Cross

LANGUAGES

Spanish: Native

Catalan: Advanced

English: Advanced

SOFTWARE SKILLS

Microsoft Word: Advanced

Microsoft Excel: Advanced

PowerPoint: Advanced

Microsoft Outlook: Advanced

Google Suite

Canva

Capcut

SAAS

InShot