



ALDANA FLORES PÉREZ



Environmental sciences

Argentina.

SKILLS

- Active listening
- Teamwork
- Communicative competence
- Proactivity
- Responsibility
- Leadership
- Time management
- Adaptability to remote work

OTHER KNOWLEDGE

- Management of office package (Word, Excel, Power Point).
- Use of tools: Microsoft Teams, Google Meet, Zoom.
- Use of Interbanking platform.
- Coordination of small groups (educational guide at the Buenos Aires botanist Carlos Thays).
- Study and work experience in Ireland. Current IELTS English certificate.

LANGUAGES

Spanish- native

English- B2

Portuguese- B1

Italian - Currently studying- A1

French - Currently studying- A1

CONTACT



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Buenos Aires, Argentina.

ABOUT ME

A PRODUCTIVE YOUNG PROFESSIONAL WITH ACADEMIC TRAINING ORIENTED TO CARING FOR THE ENVIRONMENT, MY WORK CAREER HAS BEEN STRONGLY FOCUSED ON MANAGEMENT, ADMINISTRATION AND CUSTOMER SERVICE. I RECENTLY EXPANDED MY PROFESSIONAL PERSPECTIVE BY WORKING AND STUDYING ABROAD. LOOKING FOR A PROJECT IN WHICH I CAN CONTRIBUTE MY SKILLS. CURRENTLY, WORKING AT RACKET CLUB.

EXPERIENCE

2024

BOOKING AGENT

GrowPro experience (Remote) (Buenos Aires, Argentina)

- Process forms, orders and requests required by clients.
- Complete call notes and call reports as necessary and update them in the CRM

2023

BARTENDER- BARISTA- WAITRESS

Beresford Hotel- Stephen's Green Club (Dublin, Ireland)

- Classic cocktails.
- Table service, management software management.
- Processed cash and card payments using POS terminals.
- Stock control.

2020-2022

JUNIOR ADMINISTRATIVE - BILINGUAL RECEPTIONIST

Independent Ship Agents (Buenos Aires, Argentina)

- Payment to suppliers, bank transfers.
- Corporate Email management.
- Invoice entry of invoices into the company's system.
- Coordination of national and international messaging.
- Use of Tango management software.
- International calls, use of switch.

2017-2020

BARISTA-WAITRESS-SELLER Havanna

(Buenos Aires, Argentina)

- Taking orders through the use of management software.
- Salon maintenance, product replacement and sales.
- Preparation of orders.
- New staff training.

EDUCATION

BACHELOR'S DEGREE IN ENVIRONMENTAL SCIENCES

University of Buenos Aires.

Currently writing graduate thesis.