



Esteban Astor

ASSISTANT

CONTACT INFO



26/12/2001



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USA, Mexico and Argentina
(open to relocation)

SKILLS

- House management
- Event organization
- Word processing proficiency
- Attention to detail
- Communication skills
- Handling confidential information
- Knowledge of MS Office
- Photoshop
- Logicpro
- Youtube ads
- Google ads
- Facebook ads
- Cold call
- Data Entry
- Adaptability and dynamism
- SEO
- Responsibility and punctuality
- Learning ability
- Teamwork

ABOUT ME

Im an assistant (also worked as manager) with experience in different fields of work . Prepared to use my skills and learn the necessary ones to do a perfect job

WORK EXPERIENCE

Paralegal

Menesses Law. Houston Tx, USA/ 2024-05. 2025-03

- Expert in working with private information
- Expert in solving urgent legal problems (Arrests, Deportations)
- Legal assistant expert in immigration law from the USA, Mexico, Canada, Venezuela and Honduras.
- Visa forms
- Responsible for handling more than 1,380 highly complex calls

Personal Assistant

Grupo Canis Majoris / 2023-06. 2024-06

- Independent performance evaluation for each employee
- Manager of the human resources area
- Event management (Conventions, parties, etc)
- Meeting planner and administrative assistant
- Keep the agenda of meetings and deliveries
- Writing messages and emails
- Establishment of business priorities together with the owner
- Organizer of high-profile events and concerts
- House management

Executive Assistant

Grupo Cannis Majoris / 2023-04. 2023-06

- Hiring of all current company staff
- Operational manager for staff accomodation
- Detailed review of resumes and cover letters
- Data collection and organization
- Mediator between owners and employers.
- Person in charge of payroll payment
- Maintain contact with senior military commanders for the proper functioning of the permits granted

LANGUAGES

- English: Native
- Spanish: Native
- Portuguese: Advanced
- French: Intermediate/Advanced
- Italian: Intermediate

HOBBIES

- Music
- Editing
- Movies
- Crypto
- Cuisine
- Football

REFERENCES

- Fauna Digital: Yael Juliana Fajouri: yae.fajouri@gmail.com
+52 5511980910
- Grupo Canis Majoris: Maryory Del Valle Rodríguez: RodriguezMaryory@gmail.com
+52 5529095708
- Meneses Law : Marina Bazán: +54 9 11 64391981

Store Manager

Wellness Market, Mexico City / 2022-03. 2023-04

- Identification of the strengths and weaknesses in the strategies used, and implementation of improvements.
- Development, maintenance and consolidation of strategic alliances with partners and suppliers.
- Effective management of all merchandise
- Maintenance every 2 days at the store
- Preparation of marketing materials, such as photographs and texts for physical and digital media.
- Planning advertising campaigns in different promotion channels.
- Prepare an income and expense plan, which was done monthly and delivered to the partners.

Social Media Manager and Call Center Agent

Fauna Digital Mexico City / 2021-03. 2022-03

- Call dumps in the corresponding databases.
- Sending informative material and other documents to clients.
- Prioritization of new business opportunities with existing and potential clients.
- Advising clients on current and additional products and services.
- Satisfactory and efficient customer service by telephone, email and live chat.
- Verification of customer information and verification of their data.
- Meeting performance metrics and response times to satisfy the customer.
- Carrying out billing or payment management and other related administrative tasks.

EDUCATION

Audio engineering Degree- SAE Institute

2020-08/2023-08

Electronic Music Production Diploma- SAE Institute

2022-09/2023-09