

ORIANA CARBALLO

Villa Urquiza, CABA, Argentina • 1166563768 • oriana.aylen.carballo@gmail.com

SUMMARY

Proactive and organized with skills in customer service, call handling, appointment scheduling, and general administrative support. Strong interpersonal communication abilities and a commitment to maintaining a professional and welcoming environment. Dedicated to delivering high-quality service.

WORK EXPERIENCE

Administrative Assistant, Monforte travel agency Jan 2023 - Present

- Accounting / Invoicing processes
- Payments to suppliers
- Microsoft Office
- Use of Sabre (travel software)
- Client reception and assistance

Administrative Assistant / Receptionist, Maryland English Institute Sept 2021 – Sept 2022

- Appointment scheduling and calendars
- Client reception and assistance
- Handle incoming and outgoing correspondence (emails, mail, packages)
- Data entry, databases and records

Receptionist, Kitesurf Club "Sunset Point" May 2020 – Dec 2020

- Client reception and assistance
- Appointment scheduling
- Cash handling and payments

Receptionist, NEIKE Dance, Yoga, and Wellness Center May 2019 – Dec 2019

- Client reception and assistance
 - Managing check-ins and check-outs
 - Cash handling and payments
-

EDUCATION

March 2023 - Present

Bachelor's in Social Communication

University of Buenos Aires

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office applications
- **Languages:** Spanish, English