

Curriculum Vitae



Personal information:

First name(s) / Surname(s): Andrea Florencia Coitinho

Nationality: Argentinian

Date of birth :29th of April, 1993

Address: Roosevelt 3036 (CABA)

Passport: AAD935275

Contact:

Telephone(s): +5492664865773

E-mail(s): florenciacoitinho@gmail.com

Desired employment /Occupational: Manicure/Spa receptionist

WORK AIM

My main goal is to be part of a professional group where I can share my knowledge and acquire new ones, so that every decision is the best for the growth of the organization.

Education:

- San Agustín Institute: Bachelor with specialization in economics and organizational management. 2005-2010
- Siglo 21 University (San Luis City): Accountant. 2013 - 2016
- Axioma Institute: Banking Assistant. May 2019 - Nov 2019
- Nails Miquiminails: Professional manicurist. Sept 2022 - Nov 2022

Work Experience:

Name of employer: Kawaii Love San Luis

Dates: Mar 2019 - Nov 2022

Type of business or sector: Online merchandising sale

Occupation or position held: Customer Support

Main activities and responsibilities:

- Budgets and sales support
- Network management
- Contact supplier
- Organization and distribution of merchandising
- Commercial actions to generate sales
- Conflict resolution and quality control.

Name of employer: Futsal Juana Koslay

Dates: Nov 2019 - Dic 2023

Type of business or sector: Coffee and football club

Occupation or position held: Customer Service

Main activities and responsibilities:

- Administrative and accounting tasks
- Customer service (in person and by phone), resolution of concerns and inconveniences, collection
- Network management

Other functions performed:

- Barista

Name of employer: LC. Ingeniería

Dates: Mar 2016 - Abr 2018

Type of business or sector: Construction company

Occupation or position held: Administrative employee

Main activities and responsibilities:

- Administrative tasks
- Social media management
- Schedule organization
- Contact to the supplier
- Budget and billing
- Care providers
- Banking procedures
- Staff in charge 2

Name of employer: Vatten S.R.L

Dates: Mar 2013 - Dic 2015

Type of business or sector: Construction company

Occupation or position held: Administrative employee

Main activities and responsibilities:

- Administrative tasks
- Filing and control of documentation
- Care providers

PROFICIENCY

- Analytical and research thinking
- Dynamism and proactivity
- Organization, responsibility and commitment
- Teamwork

IT:

- Microsoft Office Advanced
- Manejo de Outlook y Gmail
- Manejo de Photoshop, Canva y PicsArt

Languages

Native: Spanish

Other language(s)

- **English intermediate** Anglo Continental School United Kingdom, Instituto De Idiomas San Luis
- **Korean Basic** Instituto De Idiomas San Luis
- **Chinese Basic** Instituto De Idiomas San Luis

Job References

- Luis María Coitinho Cel: (266) 154296504
- Micaela Nicottra Cel: (266) 154385698