

Education

Anglo Americano - Bilingual School

2008-2014

I studied in double-shift high-school. One shift was "all-english", which set the foundations for me to comfortably speak and write in English. In high-school, I chose Communications as my specialization, where I learnt to communicate with other students from abroad. As part of the course, we developed an end-of-year presentation showcasing the different countries' cultural backgrounds. Thanks to this, I was able to improve my soft skills and became more confident when communicating in a cross-cultural setting.

Certifications

2016

- FCE Certificate (First Certificate in English - Cambridge)

Work experience

MINISTRY OF PUBLIC SERVICES

2019 - 2022

From 2019 to 2021, I worked at the Ministry of Public Services in Córdoba as a Billing Manager for professionals, handling contract creation, monitoring, and preparing files related to salary increases and new regimes. I also worked in the Tender Area, managing construction contracts and tenders for infrastructure projects. From 2021 to 2023, I transitioned to the Public Services Department, where I conducted surveys for Natural Gas projects, including site visits to create house plans for service installation and providing strategic guidance for route planning.

JUNIOR RECRUITER - RANDSTAD

2022-2023

I worked at Randstad, a global leader in HR services, where I gained hands-on experience in full-cycle recruiting, focusing on sourcing, screening, and coordinating interviews. I would search for candidates using LinkedIn, conduct initial screenings, and collaborate with hiring managers to refine job descriptions. To manage candidate pipelines, we used Workable. This experience helped me to broaden my understanding of Ideal Candidate Profiles.

COMMUNITY MANAGER

2022 - Present

I am currently working as a Community Manager, where I am responsible for managing social media accounts, creating and implementing digital advertising campaigns, and overseeing content creation, including photography and video sessions for creative advertising. Additionally, I am involved in graphic design and shaping digital strategies to enhance brand presence online.

WOMAN'S MEDICAL CENTER

2023 - Present

At the Women's Medical Center, I am responsible for overseeing the center's operations, managing cash control, and scheduling appointments. I also handle the evaluation of deductions and payments for medical professionals, using Excel databases, and manage digital prescriptions. Additionally, I am involved in managing various medical insurance systems.



Constanza Basso

About me

I'm a 26-year-old adaptable and results-driven professional with strong communication, planning, and problem-solving skills. Over the years, I've been hands-on with managing operations, improving processes, and working in fast-paced environments, always making sure to focus on quality and building solid relationships along the way.

One of the best parts of my career was my time in recruitment. I really enjoyed connecting with great candidates, screening them, and collaborating with teams to find the perfect fit. It was by far the most rewarding role I've had.

Due to personal reasons, I had to take a step back and take on a job with fewer time demands. Even though I made that shift, my passion for recruitment stayed strong. Now, I'm excited to jump back in and continue my career in recruitment, ready to apply what I've learned and grow even more.

Skills & Tools

- Spanish
- English
- ChatGPT
- LinkedIn Recruiter Lite
- Boolean Search
- ICP(Ideal Candidate Profile)
- Candidate Screening
- Interview Coordination
- Glassdoor
- Workable (ATS)
- Digital Advertising Campaigns
- Social Media Management
- Content Creation
- Talent Sourcing

Contact me

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