

**Dentons Lopez Velarde, S.C. | 2021 – 2022**

Executive Bilingual Assistant / Archivist

Tasks:

* Administrative Assistant to General Management
* Global communications management and tracking
* File management
* Accounting and diary management activities
* Organization and support of business development initiatives
* Support to lawyers with capture and follow-up of activities in internal server.

**DEFENSA SEGURA, S.A | 2018 – 2021**

Executive Assistant

Tasks:

* Administrative Assistant
* Coordinate, prepare and conciliate expenses
* Overall monitoring for effective compliance with deadlines and commitments
* Coordination of internal and external meetings
* Database management and filing
* Billing platform management

**BAKER & MCKENZIE ABOGADOS, S.C | 2008-2014**

Executive Bilingual Assistant

Tasks:

* Administrative Assistant
* Attention and channeling to national and international clients, suppliers and visitors in general.
* Coordinate, prepare and conciliate expenses
* Support to lawyers with capture and follow-up of activities in internal server.
* Database management and filing

**NUTRISA, S.A. DE C.V.| 2004 – 2008**

Executive Assistant

Tasks:

* Attention and service to national and international customers
* Bilingual telephoneassistance
* Send orders purchase orders
* Attend meetings, bank transactions
* Management of Director´s agenda
* File managment

**PROFESSIONAL EXPERIENCE**

 **DIPLOMAS Y HOBBIES**

**Formaciones :** Diplomados, Congresos, xxxxxxxxxx xxxxxx xxxxxxxxx xxxxxxxxxxxxxxxxx

**Hobbies:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Belem Sánchez**

BILINGUAL EXECUTIVE ASSISTANT / OFFICE MANAGER / Archivist

**PROFILE**

Responsible, interested in human contact, skills for public relations and customer service, administrative tasks, and human resources. Prepared, with constant leadership, proactivity, and excellent treatment. Taste for the industrial and corporate environment.

* Teamwork
* Troubleshooting
* Management
* File management

Billing systems management

2010 | CDMX, Mexico

**High School**

2001 | CDMX, Mexico

**Bilingual Secretarial Technician (Certificate)**

**LANGUAGES**

Spanish: Native

English: Intermediate (B1)

**EDUCATION**

**SKILLS**

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**CONTACT**

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