



CRISTINA ROMERO

☎ +598 98333612

✉ cielitorc@hotmail.com

📍 Isidoro de María 1640 bis
ap. 1 Aguada - Montevideo

ACHIEVEMENTS

Corporate experience: Expertise in various areas, supporting and coordinating tasks for senior management in national and international companies: managing schedules, coordinating meetings and travel, handling confidential documentation, inventory control, purchasing and managing office supplies,

EXPERTISE

Expertise and training as an Assistant through formal courses and self-directed learning.

Human Resources Analyst Course.

Bilingual in Spanish and English.

Multitasking, dynamic, and solution-oriented.

Ability to work in teams and interact with clients. Organized. Outgoing and perseverant. Punctual.

Good presentation and communication skills. Proficient in computer and virtual communication tools.

ABOUT ME

Multitasking

Problem-solving and executive ability

Exploration and learning skills

Organization

Implementation and execution capability

WORK EXPERIENCE

○ EXPERIENCE MAGNA CAPITAL MARKETS || 2021 – 2022 || Account Executive || Financial Sector || Montevideo, Uruguay.

○ FOTMER LIFE SCIENCES || 2018 – 2021 || Executive Assistant, and Human Resources Assistant || Medicinal Cannabis Industry in Free Zone || Montevideo and Nueva Helvecia, Uruguay || www.fotmer.com

○ INVERTAX SRL/VESTIN BANK|| 2015 – 2018 || Executive Assistant/Account Executive || Montevideo, Uruguay || www.invertax.com

BANCA PRIVADA D' ANDORRA|| 2011 – 2014 || Bilingual Receptionist and Secretary || Montevideo, Uruguay

○ INVERSIONES Y SERVICIOS || 2009 – 2011 || Bilingual Receptionist and Secretary || Real Estate Services

○ USA|| 2000-2006 || Worked in various fields: Gastronomy and Administration|| Hilton Head Island, South Carolina, USA.

LANGUAGE

Spanish

English

Portuguese

REFERENCES

Laura Lorenzo

Fotmer RRHH Manager

Phone: +598 99 452 348

Nicolás Di Pinto

Magna Capital Director

Phone: +598 96 812 041