



Natalia Romina Luzzi

Age 35 (15/may/90) • 1107 Leones, Haedo, GBA (1706) • Buenos Aires, Argentina • +54 9 11 5413 0132 • nataliarossi090@gmail.com •

PROFESSIONAL PROFILE

Assistance dedicated professional with solid experience in customer service, administrative support, and legal assistance. Proven Background in front desk operations, event coordination, law firm assistance, and document handling in international trade. Strong organizational skills, excellent interpersonal communication, and a commitment to service excellence. Academic training in Law, complemented by studies in ArtCuration and Management.

EDUCATION

- Art Curation and Management - Espacio dos puntos - Buenos Aires Argentina - 2016-2017
- Law Studies - UNLAM - Buenos Aires Argentina - 2012-2015
- High school diploma in Humanities and Social Sciences - Colegio Emaus - Palomar, Buenos Aires - 2003-2007

WORK EXPERIENCE 1

Oftal Medic – Eye Clinic Administrative Secretary | Haedo | Mar. 2009 – Jun. 2010

- Managed patient reception and scheduling.
- Handled appointment system, medical prescriptions, and cash box.
- Maintained and organized patient medical records.

WORK EXPERIENCE 2

J.M. Lazarte & Associates – Customs Broker Import Assistant | Buenos Aires, CABA | Apr. 2011 – Jul. 2012

- Tracked shipments and coordinated cargo logistics.
- Liaised with customs agencies, ports, and government offices (SENASA, INAL, etc.)
- Assisted clients with import documentation and requirements.
- Handled check deposits and collections

WORK EXPERIENCE 3

Luzzi & Associates – Law Firm
Administrative Secretary | Ramos Mejía | Aug. 2012 – Jun. 2017

- Handled front desk reception and client inquiries.
- Managed lawyers' schedules and appointment setting.
- Conducted legal errands and case file tracking.
- Maintained document filing systems and correspondence.

WORK EXPERIENCE 4

AUDI LOUNGE- Exhibition Center
Receptionist & Showroom Manager | Buenos Aires | Apr. 2018 – Dec. 2020

- Provided high-level customer service to premium clients.
- Managed scheduling and coordination of events.
- Oversaw organization and presentation of showroom floor.
- Represented the brand image and identity.

WORK EXPERIENCE 5

Promotional Staff – Event Host – Solutions group srl | Mar 2021 - Currently job

Roles and responsibilities:

- 🎬 Brand Promotion
- 🎬 Engagement
- 🎬 Event Setup and Teardown
- 🎬 Data Collection
- 🎬 Customer Service
- 🎬 *Welcoming Guests
- 🎬 *Keeping the event on schedule
- 🎬 *Facilitating Interaction
- 🎬 Problem Solving
- 🎬 Closing the event

LANGUAGES

Spanish - Mother language - Native Speaker

English - Fluent, written and spoken - UNLAM 2012 - 2015

COMPUTER SKILLS

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) Advanced
- Experience with administrative systems and CRM platforms