

Renndar Lobaton

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Summary

With a solid background in interpretation and administrative tasks, I have strong skills in communication and organizational support. I am experienced in providing accurate translations and effectively coordinating tasks, ensuring efficiency and maintaining high standards of quality.

Personal Statement

I am a highly professional individual, recognized for my strong sense of responsibility, adaptability, and quick learning ability. I embrace challenges and continuously seek growth, both professionally and personally. My commitment to excellence drives me to deliver dynamic, efficient, and dedicated contributions in every task. I thrive in environments that encourage innovation and teamwork, always aiming to exceed expectations and foster meaningful progress.

Skills

Customer service, Administrative experience, Organizational skills, Communication skills, Detail oriented, Microsoft tools, English, Teamwork

Education

Interpreter

SGF Global • USA (remote)

03/2023

Interpretation

Lawyer

Yacambu University • Venezuela

09/2008

College Degree

Bachelor

Alejandro Humboldt School • Venezuela

07/2003

Highschool diploma

Experience

Medical Interpreter

Millenials Virtual Services • USA (remote)

11/2023 - Present

Interpret spoken language from one language to another, facilitating clear communication between speakers and listeners. Ensure understanding across diverse contexts, while consistently maintaining professionalism, accuracy, and cordiality throughout every interaction. My goal is to bridge language gaps effectively, creating a seamless exchange of information.

Medical Interpreter

Homeland Language Services • USA (remote)

08/2023 - 11/2023

Interpret spoken language from one language to another, facilitating clear communication between speakers and listeners. Ensure understanding across diverse contexts, while consistently maintaining professionalism, accuracy, and cordiality throughout every interaction. My goal is to bridge language gaps effectively, creating a seamless exchange of information.

Medical Interpreter

LanguageLine Solutions • USA (remote)

03/2023 - 08/2023

Interpret spoken language from one language to another, facilitating clear communication between speakers and listeners. Ensure understanding across diverse contexts, while consistently maintaining professionalism, accuracy, and cordiality throughout every interaction. My goal is to bridge language gaps effectively, creating a seamless exchange of information.

Administrative Assistant

Gentech Laboratories • Buenos Aires, Argentina

04/2022 - 03/2023

Responsible for the procurement and management of all types of supplies using the Capataz system, ensuring the timely purchase and proper storage of raw materials. Oversee inventory levels and monitor the expiration dates of materials used across various production areas, ensuring efficient supply chain management and minimal disruption to production processes.

Supervisor

MDS Stores • Buenos Aires, Argentina

06/2019 - 03/2022

Plan and organize store operations, ensuring smooth daily activities and efficient workflows. Delegate tasks and assign responsibilities to staff members, ensuring that each team member understands their role. Prepare and manage budgets, approving expenses while ensuring adherence to financial guidelines. Establish pricing strategies and discount rates to optimize sales. Oversee human resources functions, including recruiting, hiring, and managing personnel, while addressing staffing needs to maintain a productive and positive work environment.

Criminal Court Clerk

Yaracuy and Lara Criminal Courts • Venezuela

08/2008 - 06/2016

Perform both administrative and courtroom functions across various stages of the legal process, supporting judges in their duties. Assist in managing case documentation, coordinating schedules, and ensuring the smooth flow of legal proceedings. Provide necessary administrative support to ensure judges can effectively carry out their responsibilities, contributing to the efficiency and accuracy of the judicial process.

Languages

Spanish, English

Certificates

2023 Childrens Interpreters Virtuals Symposium, Second National Day against Organized Crime , FVFC Personal Trainer, HIPAA Certification, EF SET

Complete Address

Triunvirato avenue 3245. 3rd floor, apartment 2, Villa Ortuzar, Buenos Aires, Argentina, zip code 1427.

Social Media

www.linkedin.com/in/renndarlobaton
@renndar_lobaton (Instagram)

References

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