



AGUSTINA ROBERTI

✉ Agusroberti2018@gmail.com

☎ +54 11 2477 4676

📍 Buenos Aires, Argentina

WORK EXPERIENCE

Bilingual Receptionist - Backup

Brújula S.A | From March 25, 2024 - Present

- Elite Buildings: Belgrano Office (American Express, JP Morgan, NCR), Torre San Martín (Huawei, Epson, Willis Towers, Supervielle Bank), Madero Office (ICBC, Chevron, TGS), Riverside (Raghsa, Equinox, Baker McKenzie).
 - Responsibilities: Welcoming and assisting visitors and employees in Spanish and English.
 - Handling correspondence, visitor registration, and access control.
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COURSES AND CERTIFICATIONS

- **STCW Certification** (Standards of Training, Certification, and Watchkeeping for Seafarers).
 - **CPR** and **AED** Training Certification.
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SKILLS

- Experienced in administrative systems and customer service, including software for visitor management such as Honeywell, AxTraining, and SpecManager5
 - Excellent interpersonal communication in Spanish and English.
 - Adaptability to multicultural and dynamic environments
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LANGUAGES

- Spanish: Native
- English: Advanced, C1 level

References Available upon request