



Manuela Martel

Contact Information



(011) 153-361-9653



manuelamartel@gmail.com



Av. Corrientes 5225
Villa Crespo - CABA -
Argentina

Work experience

- Internship – International Tourism Fair - Buenos Aires - Argentina
Assistant in the opening ceremony of the 2023 edition: Assist and provide guidance to the guests - Process of guests' accreditation (October 2023)
- Internship in International Medical Conference AIACH - Buenos Aires - Argentina
Pasantía laboral en VIII Congreso Internacional AIACH: Assist and provide guidance to the guests - communication with the room coordinator, control the assistance record of each session. (November 2023)
- British English Institute: Coordinator: Assistant to the teachers' staff, interaction with parents and students, course plannings' design and development, direct assistance to the head of the institute. General organization of the institute and all the issues concerning to it (payment, social media interaction, events' development) (February 2019 - Present)
- Euskal Echea School: Teacher in 1st and 4th Form (March 2018 - December 2023)
- Sholem School: Teacher in groups of 2nd, 3rd and 5th form. (March 2015 - July 2017)
- Private lessons for primary and secondary students (2010-2019)
- Always Gym: Customer assistance, beverage sales, control of stock, cash closing. (December 2016 - March 2017) (December 2017 - February 2018)
- British English Institute: Secretary - Classroom assistant - Social media management and answer e-mails and Whatsapp messages - dealing with parents and students - collection of fees - general coordination of the institute (February 2017 - Present)
- British English Institute: Beginners - Intermediate level teacher (April 2016 - December 2019)
- Amalfi S.A: Distributor of advertising material (2007-2008)



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Academic Training

- Events Organization course of studies - COE (March 2023 - Present)
- Teacher Training College - Higher education institution Juan Ramón Fernandez Lenguas Vivas (March 2013- Not finished)
- Secondary School : Buenos Aires School - Humanistic studies (2009)

Languages

- Advanced level - Written and spoken English (First Certificate Exam 2009)
- Spanish - Mother tongue

Personal objectives:

I consider myself a dynamic, responsible and flexible person and I'm willing to adapt myself to different challenges related to new job opportunities.

I'm eager to learn and develop myself personally and professionally, as well. I find it challenging to incorporate new knowledge that will allow me to fulfill my aims and the job's requirements.

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Key skills

- Courteous
- Friendly
- Good listener
- Helpful
- Guest services
- Positive attitude
- Customer service