

RESUME

DOLO BOLO

Name:

Dolores María Bolo

Birth date:

January 5th, 1993

Contact:

+5491164238543

Spanish: Native

English: C2

CAE - IELTS

Buenos Aires British Council

French: B1

San Martín de Tours School

Portuguese: A1

Volunteering experience in Brazil
Hotmart Course

WORKING EXPERIENCE

Jan 2023 -Apr 2023

Front desk (volunteering)

El Misti Hostels, Buzios, Brazil

Data entry, communication, costumer service

Web/Software: Trello, Cloudbeds, Spreadsheets

Mar 2022 - Dec 2022

Virtual Assistant

YPO

Data entry, communication, design, collaboration, event management, social media management

Web/Software: Spreadsheets, Notion, Airtable, Canva, Cvent

Sep 2021 - Dec 2022

Bilingual copywriter

Fast Media Group

Writing skills, creativity, use of English

Web/Software: CMS, Wordpress, Microsoft Excel, Grammarly

Sep 2017 - Dec 2021

Executive Secretary and personal assistant to Dr. Augusto Belluscio

Fassi y Peggger law firm

Organization, collaboration, communication

Web/software: Outlook

Dec 2014 - Feb 2015

Front desk (Work and Travel)

Jazz Hostels, Miami, Fl., USA

Data entry, communication, costumer service

EDUCATION

2020 - 2022

IES Lenguas Vivas, Juan Ramón Fernández

Literary scientific Translation (SP-EN)

2016 - 2018

Instituto Superior de Enseñanza Radiofónica

TV, film and radio screenwriter

SKILLS

Personal

- Writing skills
- Organization
- Reaserch
- Creativity
- Patience
- Team-work
- Providing detail

Web and Software

- Microsoft Office (Word, Excel, Power Point)
- Internet and Social Media
- Zoom/GoogleMeets/Discord
- WordFast
- Wordpress/CMS
- Celtx/ Final Draft
- Google Docs, Spreadsheets
- Notion, Trello
- Airtable, Monday
- Cloudbeds
- Cvent