



## MARIA VICTORIA CARDOZO

08/07/1994

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## Professional Profile

Administrative professional with extensive experience in customer service, appointment scheduling, and study management. Skilled in handling the National Nomenclator and adept at working in dynamic environments. Highly adaptable, responsible, and always eager to learn.

## Work Experience

### Centro Medico Deragopyan

Administrative Assistant | 2019 - Present

Customer service and patient assistance.

Appointment scheduling and medical study coordination.

Management of the National Nomenclator.

Delivery of medical reports and coordination of check-ups.

### Centro Médico Pílares

Administrative Assistant | 2015 - 2019

Public service and patient care.

Medical appointment scheduling and study preparation.

Check-up hostess and administrative support.

National Nomenclator management.

## Education

Personal Trainer 2023

Automotive Management Specialist 2020

High School Diploma in Economics and Management â€  
“ Escuela Media N7 Roberto Arlt

## Skills

Strong adaptability and problem-solving skills.

Excellent communication and customer service abilities.

Responsible, goal-oriented, and eager to learn.

Proficiency in administrative management and scheduling.

## Languages

Spanish Native

English Intermediate