

Milagros Calleros

ADMINISTRATIVE COORDINATOR

EDUCATION

- National University of the Arts
- Bachelor's Degree in Writing Arts.
 - Currently in the 5th year of a Bachelor's Degree in Literature, with more than half of the coursework completed and a strong background in literary analysis and advanced language skills.

CONTACT

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SKILLS

- Strategy Design: Ability to anticipate and address issues through effective and preventive action planning.
- Active Listening: Capable of participating in project discussions with a receptive attitude, contributing ideas and constructive solutions for continuous improvement.
- Interpersonal Relationship Management: Promotes respectful, empathetic, and responsible relationships with clients, colleagues, and work teams, fostering a climate of trust and professionalism.

PROFESSIONAL EXPERIENCE

GENERAL COORDINATOR

Centro Médico Escuela | August 2024 – Present

- Supervision and coordination of the administrative and secretarial team to ensure efficient task execution.
- Supplier management to guarantee the proper provision of supplies and services.
- Overall management of the educational center's operational support.
- Coordination with faculty for the planning and execution of academic activities.
- Administrative and academic guidance and assistance to students.
- Maintenance and update of the academic platform and monitoring of institutional strategic partnerships.
- Supervision of cleaning and maintenance staff to ensure order and hygiene within the center.

SALES REPRESENTATIVE – CUSTOMER SERVICE

Pigmento | February 2024 – August 2024

- Personalized customer assistance, providing product recommendations based on individual needs.
- Inventory management and stock control.
- Sales-oriented strategies to meet monthly commercial objectives.

COMMERCIAL TEAM LEADER

Pharmacy | February 2024 – September 2024

- Training and onboarding of new sales promoters.
- Development of communication skills for effective conflict resolution.
- Strengthening customer relations and teamwork.