



JULIANA BADINO

virtual Assistant

ABOUT ME

Self-motivated and hard-working
Virtual assistant with 3+ years'
experience in administration and
personal assistance.

Focused on work without supervision.
Growth-oriented on a personal and
professional level.

Skills

- Fluent in English and Spanish (Bilingual)
- Proficient in CRM Management
- Customer Service Excellence
- Digital File Organization
- Marketing and Advertising
- Spreadsheet Management
- Multitasking and Time Management
- Basic Accounting

Languages

Spanish Native

English Advanced C1

Personal Information

DOB: 12/20/1991

Cordoba, Argentina.

Julianabadino@gmail.com

<https://www.linkedin.com/in/julianabadino/>

PROFESSIONAL EXPERIENCE

Virtual Office Assistant - ISU Gilmore Insurance Agency

Full-time, Remote. Nov 2022 - Present

- Currently working remotely in a client-facing role as an insurance assistant.
- Handling various insurance industry tasks as a Virtual Assistant, including but not limited to: Notices of Cancellation, Certificates of Insurance, Billing inquiries, Auto ID cards, Motor Vehicle Reports, Setup BOR letters, Emailing, Customer Service, Renewing policies in CRM, Endorsements, Setup LPRs & CRM Management.

Bilingual Virtual Assistant - Corporate Housing For Rent

Part-time, Remote. Apr 2022 - Feb 2024

- Managed customer inquiries (phone, chat, email), presented housing options, and maintained email correspondence. Updated spreadsheets, directed maintenance calls, issued instructions and reminders, managed invoices, assisted in reservations, and organized digital files.
- Coordinated showings, conducted marketing research, engaged in online marketing, performed basic accounting, and ensured website and social media updates.

EDUCATION

• Escuela Internacional de Coaching

Master en Coach Ontológico Personal. Mentorship and coaching for personal development. *Arg - Dec 2016*

• Universidad Católica de Cuyo

Licentiate degree in Nutrition, Food, and General Well-being. Bachelor's in Human Nutrition. *Spain - Feb 2018*

• Certification in Advanced English (C1)

IELS Malta - Institute of English Language Studies. *Malta - June 2021*

Courses & Certifications

Administrative Certification, management of different tools in microsoft Office, Excel, Trello, Google calendar, Paypal, Social networks, Canva, CMS, Citrix, Hubstaff & more.