



Constanza
San Andres

ADVANCED LAW STUDENT

Buenos Aires, Argentina.

+54 9 221 506-3420

sanandrescons@gmail.com

ABOUT ME

Immediate availability, part time or a strong commitment to long-term growth.

SKILLS

Bilingual | fluent in English and Spanish (native).

Multitasking, Time Management & Productivity: Google Calendar.

Excellent written and verbal communication skills, including legal drafting and client correspondence.

Legal Research & Writing: Proficient in legal research databases and contracts.

Remote Collaboration Tools: Microsoft Teams, Zoom, Google Meet.

PROFESSIONAL EXPERIENCE

Administrative secretary
Fundación Hípica Rocha de Plata |
Buenos Aires, Argentina
October 2022 - December 2023

Managed and organized office functions, including scheduling appointments and handling correspondence. Prepared and maintained administrative documents and reports. Coordinated meetings and travel arrangements.

Childcare Provider | Minnesota, USA
February 2024 - January 2025

Developed and taught interactive Spanish lessons to children aged [3-9], focusing on basic vocabulary, conversational skills, and cultural awareness. Created engaging educational activities such as games, songs, and storytelling to make language learning enjoyable and effective.

EDUCATION

English Language Certification
Bunker Hill Community College |
September 2024 - December 2024

Juris Doctor (J.D.) Candidate
National University of La Plata
Expected graduation: March 2025