



Abril Seminario

Executive assistant

remotual

CONTACT

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- Located in: Buenos Aires, Argentina

PROFICIENCY IN TOOLS

- **Project Management:** Trello, Notion, Asana, Google Workspace
- **Design:** Canva, Adobe Express, Behance
- **Editing:** CapCut, Creator Studio, Later
- **AI Tools:** ChatGPT, Grammarly, Runway ML, Canva AI
- **Analytics & Ads:** Google Analytics, Google Ads, Metricool, Hootsuite

SKILLS

Hard Skills

- -Digital Marketing Strategy
- -Social Media Management
- -Content Creation & Copywriting
- -Brand Development & Rebranding
- -Project Management
- -Analytics & Reporting
- -Community Management
- -SEO Basics & Keyword Research
- -Graphic Design (Canva, Adobe Express)
- -Video Editing (CapCut)

Soft Skills

- -Attention to Detail
- -Adaptability
- -Communication & Interpersonal Skills
- -Strategic Thinking
- -Problem-Solving
- -Organization & Time Management
- -Team Collaboration
- -Creativity & Innovation
- -Proactivity
- -Client Relationship Building

EDUCATION

Universidad Nacional de La Matanza –
Bachelor's Degree in Public Relations
2015 – 2021

ABOUT ME

- Age: 29
- Location: Buenos Aires - Argentina
- Availability: 40+ hours/week Full time
- Experience as Executive Assistant: 2.5 years

I'm a PR graduate with a strong background in digital marketing, combining creativity with an analytical eye for detail. Tech-savvy and adaptable, I thrive in fast-paced environments where I can connect with people and bring ideas to life.

EXPERINCE

-Executive Assistant – Remotual

- Manage executive calendars, coordinate meetings, and streamline communications between teams and stakeholders.
- Handle confidential documents, reports, and administrative workflows with attention to detail.
- Support project execution by organizing tasks, tracking deadlines, and ensuring deliverables meet quality standards.

-Social Media Manager – Freelance

- Develop and implement social media strategies to increase reach, engagement, and brand visibility.
- Create and schedule content across Instagram, TikTok, and LinkedIn, using analytics to optimize performance.
- Manage community interactions, fostering relationships with followers and potential clients.

-Customer Support – Digital Channels – Cabal Cooperativa Limitada

- Provide operational support to clients using online banking services via phone and written channels.
- Guide customers through digital transactions on web and mobile platforms, ensuring a positive experience.
- Conduct case analysis, resolution, and follow-up to maintain high satisfaction levels.

MAIN SKILLS

1. Digital Marketing – Skilled in creating and executing strategies that boost brand visibility and engagement across multiple platforms.

2. Attention to Detail – Ensures accuracy and consistency in all tasks, from content creation to administrative work.

3. Tech-Savvy – Proficient in digital tools, project management platforms, and emerging technologies to optimize workflows.

4. Adaptability – Thrives in fast-paced environments, quickly adjusting to shifting priorities and new challenges.