



TATIANA R.

EXECUTIVE ASSISTANT

CONTACT

 Buenos Aires, Argentina

PROFICIENCY IN TOOLS

HubSpot	● ● ● ● ●
Salesforce	● ● ● ● ●
SmartAdvocate	● ● ● ● ●
WordPress	● ● ● ● ●
Trello	● ● ● ● ●
ClickUp	● ● ● ● ●
Salesforce	● ● ● ● ●
Power Point	● ● ● ● ●
Zapier	● ● ● ● ●
Perplexity	● ● ● ● ●
Canva	● ● ● ● ●
Zendesk	● ● ● ● ●
QuickBooks	● ● ● ● ●

TASK EXPERTISE

- Marketing Skills
- Research
- Problem Solving
- Accounting
- Leadership
- Time management
- Active Listening
- Collaboration
- Empathy
- Growth Mindset
- Foresight
- Creativity
- Relationship-Building
- Work Ethic.



ABOUT ME

I am a highly organized and proactive professional with a strong background in administrative work, streamlining operations, and enhancing client relationships. I have a proven ability to implement effective solutions and improve workflows, thriving in fast-paced environments where attention to details and problem-solving are key. My communication skills and efficiency are what allow me to support executives in achieving their goals while ensuring smooth day-today operations.



EXPERIENCE

- > **REMOTUAL** OCT 2024 - PRESENT
EXECUTIVE ASSISTANT
 - Provide comprehensive administrative support to the CEO, including calendar management, email follow-up, and process improvement
 - Conduct research, manage scheduling, and assist with graphic design and social media tasks as needed
 - Ensure efficient, timely completion of all assigned tasks
- > **RUTTER MILLS LLP** JAN 2024 - SEP 2024
CASE CONSULTANT
 - Handling reception calls for new and existing clients, vendors and adjusters. Managing the flow of the call to direct it to the correct department or handled if possible.
 - Management of claims on the CRM. Creating intakes, handling reports, extracting information, audio recovery, and legal document preparation.
- > **LONDON, UK** JUN 2021 - DEC 2023
FREELANCE
 - Provided comprehensive administrative support, including calendar management, email handling, and data entry.
 - Implemented CRM systems to enhance client data management and streamline communication processes.
 - Assisted in coordinating sales presentations and client meetings, contributing to increased client acquisition and retention.
- > **ALPHA INNOVA** MAR 2017 - APR 2018
MARKETING ASSISTANT
 - Developed content strategies that increased audience engagement across social media platforms.
 - Assisted in crafting marketing campaigns that boosted brand awareness.
 - Supported the production of marketing materials to enhance visibility and customer outreach.
- > **INTELECTO BPO** JUL 2016 - JAN 2017
ADMINISTRATIVE SECRETAR
 - Streamlined administrative processes, improving office efficiency.
 - Managed schedules, coordinated meetings, and oversaw travel arrangements for staff and executives.
 - Handled budget maintenance and financial reporting, reducing operational costs.



EDUCATION

- > **ROSE BRUFORD COLLEGE,** Jan 2006 - Sep 2009
ENGLAND
BA (Hons) Theatre Studies