



VALERIA C.

EXECUTIVE ASSISTANT

CONTACT

Mexico City

PROFICIENCY IN TOOLS

Asana	● ● ● ● ●
Notion	● ● ● ● ●
Basecamp	● ● ● ● ●
Hubspot	● ● ● ● ●
Canva	● ● ● ● ●
SurveyMonkey	● ● ● ● ●
AgoraPulse	● ● ● ● ●
ChatGPT	● ● ● ● ●
Time Doctor	● ● ● ● ●
Hubtsaff	● ● ● ● ●
EveryHour	● ● ● ● ●
Pipeline	● ● ● ● ●
Office 360	● ● ● ● ●

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

Throughout my career, I have contributed to impacting business outcomes through effective organization, prioritization, and execution of key projects. I exercise a calculated and methodical approach to problem-solving, independently motivated, proficient in management tools, database management and general admin support. Besides all my administrative achievements, I also have experience in Real Estate, which allowed me to help manage property rehab projects.



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
- > **NORTHSTAR FINANCIAL CONSULTING GROUP** JAN 2023 - JUL 2024
EXECUTIVE ASSISTANT
 - Manage office supplies and budget
 - Arrange travel and shipments
 - Coordinate office activities and admin staff
 - Support HR onboarding/offboarding and agreements
 - Assist CEO with admin and follow-ups
 - Maintain customer communication and service
 - Facilitate teamwork and internal processes
- > **MAZARS** JUN 2021 - DEC 2022
EXECUTIVE ASSISTANT / RECEPTIONIST
 - Secretarial support and customer service
 - Manage petty cash and accounts payable
 - Oversee office and supplies management
 - Arrange travel itineraries and courier services
 - Track expenses and handle bookkeeping
 - Maintain communication with foreign clients
 - Provide office admin support and business follow-up
 - Transcribe and translate official documents
- > **GREEN CASTING** MAR 2017 - APR 2021
OFFICE MANAGER \ BILINGUAL EXECUTIVE ASSISTANT
 - Oversee office and supplies management
 - Manage personnel files and incidents
 - Handle billing, accounts receivable, and payments
 - Track and manage expenses
 - Fulfill HR duties, including candidate profiling and hiring
 - Conduct phone and in-person interviews
 - Provide secretarial support and customer service
 - Liaise with international clients and internal directors
 - Conduct business follow-up and reporting



EDUCATION

- > **WESTHILL UNIVERSITY,** Jan 2006 - Sep 2009
MEXICO
Business Administration