

MICAELA SOFIA BARAGIOTTA

Nationality: Argentine | Date of Birth: 11 Jul 1999 | Marital Status: Single | Children: 0
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EDUCATION

- Jan 2020 - Nov 2024** Escuela Normal Superior en Lenguas Vivas “Sofía E.B. de Spangenberg”
English Translator
Cdad. Autónoma de Buenos Aires, Argentina — sites.google.com/view/terciariolenguistas
- Jan 2013 - Dec 2017** Instituto Carlos Steeb
High School Diploma – Social Sciences and Humanities Orientation
Cdad. Autónoma de Buenos Aires, Argentina — www.carlossteeb.edu.ar

WORK EXPERIENCE

- Aug 2024 - May 2025**
Aardvark Partners, Seattle, USA — www.aardvark.partners
Position: Virtual Quality Executive
Oversaw guest feedback and customer service, conducted quality analysis, managed booking platforms, and developed SOPs for a short-term rental operations company.
- Dec 2023 - Jun 2024**
Chaykin Law Group, Florida, USA — www.chaykinlaw.com
Position: Virtual Administrative Assistant
Provided administrative and client support for Chaykin Law Group, a U.S.-based law firm specialising in family law, managing payments, calendars, communication, and confidential documentation.
- Jan 2021 - Dec 2023**
Neel Hair Salon, Cdad. Autónoma de Buenos Aires, Argentina — www.instagram.com/neelpeluqueria
Position: Receptionist
Managed front-desk operations, appointment scheduling, client reception, cash handling, and administrative record-keeping.
- Mar 2018 - Jan 2021**
FLÜGE, Cdad. Autónoma de Buenos Aires, Argentina — www.fluge.com.ar
Position: Administrative Assistant
Performed scheduling, billing, and customer service tasks in a retail environment while managing expenses and sensitive documentation.

SEMINARS, TRAININGS & COURSES

- Oct 2023 - Jan 2024** Coderhouse
Python Flex
Cdad. Autónoma de Buenos Aires, Argentina — www.coderhouse.com/ar
- Nov 2022 - Jan 2023** Coderhouse
Web Development
Cdad. Autónoma de Buenos Aires, Argentina — www.coderhouse.com/ar
- Nov 2017 - Jan 2018** Facultad de Medicina – UBA
Administrative Secretary Intern
Cdad. Autónoma de Buenos Aires, Argentina — www.fmed.uba.ar

LANGUAGES

Spanish: Native

English: Advanced (C1–C2)

Italian: Basic (A1)

COMPUTER SKILLS

Microsoft Office, Google Workspace, Adobe, Asana, Slack, Airtable, Dialpad, Monday, ChargeAutomation, Python, Java, HTML & CSS.

CERTIFICATIONS

CEFR C2 Proficient (2023), EF SET, <https://www.efset.org/>

Cambridge English Level 1 Certificate in ESOL International First (2018), Cambridge, www.cambridgeenglish.org

REFERENCES

Vanessa Stubrin, HR Director and Process Improvement, Aardvark Partners, USA, www.aardvark.partners
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Macarena Gonzalez, Founder and Owner, FLÜGE, Buenos Aires, Argentina, www.fluge.com.ar
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