



LARA MOREL

Profile

I consider myself a proactive and decisive person, with a marked vocation towards customer attention. Demanding and responsible with herself to provide excellent service to the client and the company.

I perform very well when working in a team, as well as individually. I am looking to face new challenges to strengthen my work experience.

Contact

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Address

Argentina (Buenos Aires)

City:

Avellaneda.

Skills

Languages:

Ingles (Advanced)

Japones (Intermediate)

Portugues (Essential)

Programs:

Photoshop-InDesign

Illustrator-Figma

Word-Excel

Formation

Universidad de Buenos Aires

2016-Now

I am in my third year of Graphic Design.

Universidad Tecnologica Nacional

2020-2021

Programming Fundamentals Course

Universidad Tecnologica Nacional

2021-2022

Diploma in SAP ABAP

Coderhouse

2021-2022

UX/UI design course

Work Exerience

Cabaña Las Lilas (Restaurant)

2023-Now

position: **Recepcionist**

Tasks: Manage reservations and large salon events, customer service, reception and advice.

Written translation of emails and interpretation between clients and colleagues. Collections and reservation budget.

American Hair (Aesthetic clinic)

2022-2023

position: **Administrative**

Tasks: management of agendas of managers and health professionals. Reception and advice of patients. Management of authorizations for social works according to the national nomenclature. Accounting administration.

Cier (Medical clinic)

2020-2022

position: **Administrative secretary**

Tasks: Management of agendas for managers and health professionals. Accounting administration. Input control doctors. Reception of patients. Authorization of social works. Telephone advice.