CECILIA FERNANDA CRUZ

PERSONAL DETAILS

Av. Rivadavia 3204, 1203 Buenos Aires
ceciliafer80@gmail.com, +54 9 1133966302
Date of birth: September 5, 1980
Nationality: Argentina

EDUCATION

Bachiller en Producción Bienes y Servicios   Jun 2004
Escuela E.M.N°6 Merlo, Merlo

Curso de Ingles Nivel 4   Sep 2003 - Jun 2006
Instituto Kennedy, Merlo
Intensive course of 4 hours a week for 3 years with annual exams within LENGUAS VIVAS, preparation for entry to the teaching profession

Profesorado de Ingles   Mar 2008 - Dec 2009
Instituto Superior Granaderos, Moron
- Knowledge of the school educational system, teaching and teaching work within an Institute or school.

EMPLOYMENT

Administrative secretary   Jan 2008 - Jul 2023
Juan B. Alberdi, La Matanza
- Customer service by phone, email or in person.
- Use of computer and technological systems.
- Constant updating of knowledge for the position.
- Bank reconciliation, monthly balance and collection.

Receptionist   Jan 2016 - Apr 2016
Tecnologia Seguridad y Servicio, Buenos Aires
- Attention and assistance to clients by providing information and resolving queries.
- Telephone answering and filtering of incoming calls.
- Entry and exit control at the entrance verifying identification and registration.

Bilingual receptionist and technical support   Oct 2013 - Jan 2014
S4M, Buenos Aires
- International call attention and referral.
- Performing administrative tasks such as billing, collections and document filing.
- Assistance to clients by providing information and resolving queries.

Cashier   Mar 2013 - Jun 2013
Coto Cicsa, Buenos Aires
- Opening and closing cash register at the end of each shift.
- Promotion and sale of additional products and services to the client.
- Participation in meetings and team activities.

Bilingual receptionist   Aug 2008 - Feb 2009
Firmenich, DonTorcuato
- Telephone attention, referral of international calls.
- Customer service and attention.
- Reception of visitors, control of entry and exit of personnel.

LANGUAGES

Spanish   English