

Lucas Srur

TECHNICAL ASSISTANT

Languages

English

*Intermediate - advanced, fluent conversation, both written and oral

*Level B-1 (MCER) in Language Laboratory UBA (Universidad de Buenos Aires)

Skills

*Cloud platforms management - Data entry.

*Google Drive - Google Chats - Google Meet - Google Sheets - Google Docs - Google Forms. Excel - Excel Dynamic Boards - PowerPoint - OneNote.

*Store heavy duty

*Basic accounting knowledge

Relationship skills:

Great at team work - Great development when working under pressure - Active and effective communication - Great listener - Always in quality search - Helpful, polite, and respectful. Responsible and hardworking.

Contact Info

- srurlucas@gmail.com
- +54 011 5124-6653
- Argentina (Buenos Aires)

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Job experience

Employee of Arcos Dorados S.A.

February to October 2012

- Multiple assignment

Employee of Ministerio de Trabajo, Empleo y Seguridad Social de la Nación (National Work, Employment and Social Security Ministry)

September 2013 - Currently

- General public/client orientation (2013 - 2015)
- Tasks: guide for public and high level visitors; security of the building
- Technical assistant on "Crédito Fiscal" program (2015 to actual date).

Tasks: vocational training and quality process certification management for companies; data entry; files management. This program aims to help the companies all over the country in professional development subject.

Co-owner and receptionist of Freyja's Massages

2018 - Currently

- Appointment scheduler
- Client receptionist
- Cleaning tasks
- Dealing with suppliers

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Education

Graduate of Economics and Administration

Instituto Ayelen

Finished in 2012 (average score 8.25).

First Section finished - Universidad de Buenos

Aires (UBA): Anthropology since 2022

(6 approved subjects)

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Of myself

Since I was a boy, i've played team sports. I've quickly developed communication and team work skills, things that I see as a fundamental competence for the balance between life and job.

Those abilities were exploited troughout my young adult years working for McDonald's and for the government of my country, Argentina. I've learned to work under pressure, being part of different work teams, always keep looking towards to ensure the quality of my work.

My job now is to develop professional formation plans for companies and work cooperatives from the public sphere, while I co-direct my wife's own massages bussines.

I have studied English since I was a child and I have always had an easy understanding of the language. But I'm also trying to perfect it in the university.

I'm trying to understand even more the world that we live in. My mission is to improve it, to generate better tools for the people to live in better conditions. I want a better world for my family and myself, with quality jobs and life styles.

I am a professional of social relationships. I'm a polite person, a respectful human being with every one, no matter what the case or the person who am I dealing with. My chat skills and kind personality are my strongest tools when working with people to sell or provide a service. I am a success warrant if you decide to add me to your float.

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FILO:UBA
Facultad de Filosofía y Letras



**LABORATORIO DE
IDIOMAS**
UNIVERSIDAD DE BUENOS AIRES

Inglés - Nivel 8
Programa de Inglés como Lengua Extranjera

Certificamos que
SRUR, LUCAS
documento de identidad n° 38625271
aprobó el curso con calificación 75/100.

Curso de 48 horas. Integra la etapa intermedia del Programa de
Inglés como Lengua Extranjera -Res. (CD) N° 2080/1990 y
RESCD-2022-67-E-UBA-DCT#FFYL-, equiparable con el nivel B1 del Marco Común Europeo de Referencia (MCER).
Reconocido por el Ministerio de Educación de la Ciudad Autónoma de Buenos Aires por Resolución (ME) N° 1704/2008

Ciudad Autónoma de Buenos Aires, 22 de diciembre de 2023.
Segundo cuatrimestre 2023

Martín Pedro González
Secretario de Transferencia, Relaciones
Interinstitucionales e Internacionales

Alejandra Elichabe
Directora Laboratorio de Idiomas

Ricardo Manetti
Decano de la Facultad de Filosofía y Letras

Constancia de capacitación



De acuerdo con los registros obrantes, se deja constancia que **LUCAS SRUR**, CUIL **20386252719**, ha aprobado la actividad **LA CALIDAD DE ATENCIÓN E IMAGEN PÚBLICA**, acreditada por el INAP bajo el registro **JU23841/16**, realizada entre los días **18-09-2014** y **16-10-2014** (comisión **JU-MTRA-18866**), con una duración de **12** horas y una valoración de **12** créditos.

Mg. Leandro Bottinelli
Director Institucional INAP

NOTA: Los créditos se calculan de acuerdo con lo establecido en la RES. ex SGP N° 02/2002 y aplican al personal comprendido en los regímenes de carrera amparados en el Decreto 214/2006. Esta constancia no es un documento formal para la certificación de créditos.