

Contact

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Top Skills

Customer Service Representatives
Sales
Commercial Operation

Languages

Ingles (Native or Bilingual)
Frances (Limited Working)
Portugués (Limited Working)

Certifications

Transform Your Executive &
Assistant Partnership
Sales Development Representative
Tech

Veronica Rubin

Commercial Executive

Buenos Aires, Buenos Aires Province, Argentina

Summary

Estoy interesada en puestos bilingües en el área de ventas/atención al cliente, en una empresa con buen ambiente de trabajo.

Puedo ofrecer a su organización mi e experiencia en el rol de Asistente Bilingüe y Representante de Ventas en empresas multinacionales y Laboratorios.

Tengo una gran vocación de servicio, estoy acostumbrada a trabajar en equipo y tengo experiencia y formación en habilidades como comunicación, gestión del tiempo, y gestión de prioridades con una buena gestión de las relaciones interpersonales, tengo experiencia en el trato con proveedores, clientes, compradores, y alta dirección y conocimientos y experiencia en organización de eventos corporativos. Con experiencia en gestión de agendas regionales, visitas internacionales y gestión de ventas para Congresos Médicos.

Como Representante de Desarrollo de Negocio, parte de mi papel incluye: Iniciar y mantener un contacto regular con los clientes con sede en EE.UU. a través del teléfono, correo electrónico y videoconferencia para entender sus necesidades y ofrecer soluciones. Trabajar con la dirección para crear y ejecutar estrategias de ventas con el fin de identificar nuevas oportunidades y realizar ventas cruzadas de productos y servicios a los clientes existentes.

English Version

I am interested in bilingual positions in the area of sales/customer service, in a company with a good working environment.

I can offer your organization my extensive experience in the roles of Bilingual Administrative Assistant and Business Development Representative within multinational companies.

I have a great vocation of service, I am used to work in a team and I have experience and training in skills such as communication, time management, and management of priorities with a good management of interpersonal relationships, I have experience in dealing with suppliers, customers, buyers, and senior management and knowledge and experience in organizing corporate events. With experience in regional agenda management, international visits and sales management for Medical Congresses.

As a Business Development Representative, part of my role includes: Initiate and maintain regular contact with US-based customers via phone, email, and video conferencing to understand their needs and provide solutions. Work with leadership to create and execute sales strategies to identify new opportunities, and cross-sell products/services to existing customers.

#sales representative #BDR #Business Development Representative #Bilingual Assistant #Bilingual Customer Service #Bilingual Sales Representative

Experience

Pilot Solution

Commercial Executive

March 2024 - Present (4 months)

CRM for Dealerships

Automotive management system for medium and large companies.

We have designed 3 exclusive automotive solutions so that your dealership team can work easily and productively. We are present in every dealership processes to improve its performance. Join the expert CRM in the automotive industry. Discover what makes us the most chosen CRM in the mobility industry.

Role description: Identifying and pursuing new business opportunities within the automotive industry. This involves researching potential clients, understanding their needs, and proposing software solutions to address those needs. Deep understanding of the software solution being offered, including its features, functionalities, and benefits for automotive businesses.

Follow up of the sales process from lead generation to closing deals.

Nybble Group

Sales Business Representative

March 2023 - March 2024 (1 year 1 month)

Estados Unidos

Making contact with new customers, responsible for identifying and qualifying potential customers and generating leads for the sales team. Agenda.

Administrative Tasks. Networking. Presentations in Spanish/English version to customers. identifying and qualifying potential leads,,supporting the sales team in closing deals and actively search for new leads through various channels such as cold calling, email outreach, social media, and industry events to discover new business opportunities. . Purchase orders, CRM implementation. Corporate Events and International Tech Expo Organization.

Binary Solutions

Secretaria de CEO

August 2017 - June 2022 (4 years 11 months)

Vicente Lopez

BSols , consultora de sistemas especializada en desarrollos para Gobiernos Provinciales y Municipales, rubro automotor.

Arquitectura tecnológica, desarrollo e implementación de proyectos de ACARA con los Entes Cooperadores (Ministerio de Justicia de la Nación y Ministerio de Interior y Transporte - Agencia Nacional de Seguridad Vial).

Manejo de agenda, coordinación de reuniones de Directorio, planillas de gastos ,tareas administrativas, contacto con proveedores y clientes de Gobiernos Provinciales y Municipales, coordinación de Eventos.

(English version) : BSols , systems consulting firm specialized in developments for Provincial and Municipal Governments, automotive industry.

Technological architecture, development and implementation of ACARA projects with the Cooperating Entities (National Ministry of Justice and Ministry of Interior and Transportation - National Road Safety Agency).

Founded in 2007, SERCO was the first private company that worked with the National Automobile Registry of Argentina (DNRPA) to build the first National Traffic Tickets System (SUGIT), later in 2009 (EMPSAT appeared to work with the National Security Agency Vial (ANSV) to build the central component

(SAFIT - CENAT) of the first Unified Driver's License System for Argentina, both companies are also responsible for VHT, SUCERP, SUVTV, SUVEV, SPI and TRGS)

Agenda management, coordination of Board of Directors meetings, expense sheets, administrative tasks, contact with suppliers and clients of Provincial and Municipal Governments, coordination of Corporate Events.

Visa

Asesor Comercial

March 2016 - July 2016 (5 months)

Martinez

Asesor Comercial Visa, banco HSBC, en sistema Avaya: Vantive- ZScope.

(English version): Commercial Advisor Visa, HSBC bank, in Avaya system: Vantive- ZScope.

Grupo Peñaflor

Asistente Bilingüe de Dirección de Negocios Internacionales

January 2015 - December 2015 (1 year)

Vicente Lopez

Reporte directo a la Dirección de Negocios Internacionales, Logística de viajes internacionales, Visitas Internacionales, Coordinación de reuniones en el exterior y locales, coordinación de Ferias Internacionales de la Bodega (Prowein, Vinexpo, London Wine Fair), centralización de facturación Comex, rendiciones de gastos, manejo de presupuesto, Organización de Eventos locales e Internacionales, tareas administrativas en general, contacto con compradores internacionales de las diferentes Bodegas.

(English version) Direct report to the International Business Management, international travel logistics, international visits, coordination of local and international meetings, coordination of the winery's international trade fairs (Prowein, Vinexpo, London Wine Fair), centralization of Comex invoicing, expense reports, budget management, organization of local and international events, general administrative tasks, contact with international buyers of the different wineries.

Pfizer

Assistant to Global Innovative Products and Global Oncology (suplencia)

June 2014 - December 2014 (7 months)

Manejo de agenda y logística de viajes, coordinación de eventos y Congresos con HCP, Simposios, Foros, organización de eventos para Fuerza de Ventas, carga de órdenes de compra, manejo de documentación y acuerdos relacionadas con contrataciones de médicos y speakers, manejo de políticas de Mapp, planilla de control de gastos, coordinación de visitas internacionales, tarea administrativa en general para el área de Fuerza de Ventas Oncología y GIP.

##(English version) : Management of travel agenda and logistics, coordination of events and Congresses with HCP, Symposiums, Forums, organization of events for Sales Force, uploading of purchase orders, management of documentation and agreements related to hiring of doctors and speakers, management of Mapp policies, expense control spreadsheet, coordination of international visits, general administrative tasks for the Oncology and GIP Sales Force area.

Johnson & Johnson

Executive Assistant to Vice President Southern Region

August 2012 - November 2013 (1 year 4 months)

Monseñor Magliano 3061- San Isidro

Coordinación de agenda, logística de viajes, coordinación de visitas internacionales, comunicación interna, coordinación de eventos y reuniones de comité local y regional, carga de órdenes de compra sistema Ariba, manejo de eventos a nivel Total Compañía, capacitación, coordinación de team building, rendiciones de gastos en sistema GXRS, manejo de los servicios de vivienda, colegio, gastos y demás trámites relacionados con relocacion en general del VP Regional (expatriado) .

(English version) : Coordination of agenda, travel logistics, coordination of international visits, internal communication, coordination of events and local and regional committee meetings, uploading of purchase orders to Ariba system, management of events at Total Company level, training, coordination of team building, expense claims in GXRS system, management of housing services, school, expenses and other procedures related to relocation in general of the Regional VP (expatriate).

Techint Ingeniería y Construcción

Secretaria Bilingüe de Dirección Comercial

May 2008 - July 2012 (4 years 3 months)

Manejo de agenda, coordinación de videoconferencias y tele conferencias multipunto de directorio, coordinación de reuniones por Proyectos y Ofertas internas y con el cliente, manejo de archivo confidencial, coordinación de visitas internacionales, manejo de planillas de gastos y presupuesto en gral.

##(English version) Agenda management, coordination of videoconferences and directory multipoint teleconferences, coordination of internal and client meetings by projects and bids, confidential file management, coordination of international visits, management of expense and budget spreadsheets in general.

DHL

Secretaria Bilingüe de RRHH / Office Manager

June 2004 - May 2008 (4 years)

Manejo de agenda, responsable de logística de viajes de negocio (reservas de vuelos, hotelería, visitas internacionales), coordinación de eventos, participación en gestiones de gráfica, responsable de control de planes de telefonía celular, relación con proveedores y clientes.

(English version) : Agenda management, responsible for business travel logistics (flight reservations, hotel reservations, international visits), event coordination, participation in graphic management, responsible for control of cell phone plans, relationship with suppliers and customers.

Procter & Gamble

Secretaria Bilingüe de Director Regional América Latina.

October 1999 - December 2001 (2 years 3 months)

Manejo de agenda, coordinación de reuniones, viajes, eventos y entrenamientos, reportes de ventas, coordinación de visitas internacionales, presentaciones, relación con proveedores y clientes, soporte administrativo, manejo de los servicios de vivienda, colegio, gastos y demás trámites relacionados con relocación en general del Director Regional (expatriado) .

##(English version) : Management of agenda, coordination of meetings, travel, events and trainings, sales reports, coordination of international visits, presentations, relationship with suppliers and clients, administrative support, management of housing services, school, expenses and other procedures related to relocation in general of the Regional Director (expatriate).

Asociación Ex Alumnos del Profesorado en Lenguas Vivas "J. R. Fernández"

Profesora de Ingles/ Teacher of English as a second language
March 1991 - December 1998 (7 years 10 months)

C.A.B.A.

Docente de Ingles de primaria, y Adultos/# Teacher of English as a second language, for elementary school and adults.

Colegio del Salvador

Docente titular de Ingles / Teacher of English as a second language
March 1991 - December 1998 (7 years 10 months)

Docente titular de ingles, 2do grado y jardin de infantes. / # Teacher of English as a second language, for elementary school and kinder garden.

Education

MET (Mujeres en Tecnología)

Women Tech Sales Representative para Soluciones Tech, Information Technology · (September 2023 - November 2023)

Capacitacion

Capacitacion en Venta de Intangibles, Seguros de Vida · (2015 - 2016)

Universidad Abierta Interamericana

Agente de Propaganda Medica (APM), Vendedor Profesional en Salud · (2014 - 2015)

I.N.S.P. en Lenguas Vivas Juan Ramon Fernandez

Profesorado de Inglés, Formación de profesorado en Inglés · (1989 - 1994)

Instituto Lange Ley

Bilingue Ingles · (1978 - 1982)