



VALERIA ORENTANI

EXECUTIVE BILINGUAL ASSISTANT

Extensive experience working with C-Level Executive . Strong leadership, coordination, organization, teaming and communication skills, ability to prioritize and manage multiple tasks. Strong sense of responsibility and attention to detail. Completely trustworthy with confidential company information. Proficiency with Word, Excel and Powerpoint.



LANGUAGES

English, French and Portugués.



EDUCATION

IES SIGLO 21

RRPP

Community Manager & Social Media

Cultural Exchange: Experience as an Au Pair with French language internships in Luxembourg



WORK EXPERIENCE

Board Assistant

Grupo Libertad, Feb 2023 - Dic 2024

- Support multiple executives through calendar management. Responsible for organizing meetings, including scheduling, setting the agenda, and sending reminders. Also responsible for travel, hotels and transfers inside and outside the country.

President Assistant

Denso Argentina, Apr 2016 - Dec 2022

- Responsible for organizing meeting agenda, and all international and domestic travel arrangements for CEO of the Company and Team Managers. Attendance at necessary meetings and generate weekly, monthly, and business recaps/reports for the team. Responsible for internal and external communication.

President Assistant | Marketing Responsible

Deloitte Argentina, Jun 2014 - Aug 2015

- Administration of the president's calendar. Schedule all appointments and conference calls determining the availability of participants. Travel coordination and itinerary organization. Preparation of travel reports, expenses, and reimbursements. Also responsible for Marketing, Communications and Customer Service.

President Assistant

CAME , Jun 2013 - May 2014

- Personal assistance, permanent contact with National Government Entities, calendar management, meeting coordination, travel , protocol contacts, coordination with the teamwork of the President of the Institution. Board meetings organization, contact members, personalized assistance (personal issues in general), daily monitoring reports press (newspaper clippings).

CEO Assistant

HOLCIM ARGENTINA , Dic 2010 - Nov 2012

- Permanent support to the CEO of the company, both inside and outside the country. Coordination of agendas along with the pool of secretaries that conform the General Manager, as supervisory coordination and management tasks of the receptionist and driver of Management in Cordoba and Buenos Aires.

Document translation, translation assistance in conferences and calls.

Budget Management: management control and budget for the General Management area.

President Assistant

INDUSTRIAS JFS, Nov 2009 - Oct 2010

President Assistant

MANFERRO SA , May 2008 - Oct 2009

Secretary

ALPEMAR Shipping Agency, Jan 2007- May 2008