

Valentin Impallari

Administrative Assistant

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📍 Autopista Bs. As. La Plata Km 34,5 - Ramal Hudson - Barrio El Carmencito Buenos Aires

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Address

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Experience

Administrative Assistant, Aeroyoga 2025

- Social media management: creation and publication of content on Instagram Berazategui Buenos Aires
- Agenda management and class coordination
- Customer service and administrative support

Administrative Courier, Buena Vida State 2024

- Courier service: deliveries and pickups of alcoholic beverages Buenos Aires
- Administrative tasks: document and file organization
- Typing of budgets and invoices in Excel
- Teamwork with 10 people in the distribution center

Administrative Courier, Iglú Construcciones 2023

- Courier service: transportation of construction materials Buenos Aires
- Administrative tasks: delivery and reception registration
- Typing of budgets and quotes in Excel
- Collaboration with a team of 8 people on construction projects

Education

High School Diploma, Colegio Nacional Secundario Quilmes 01/2018 – 12/2018
Quilmes Buenos Aires

Bachelor's Degree in Composition with Electroacoustic Media, 01/2020
Universidad Nacional de Quilmes Bernal Buenos Aires

Skills

- Advanced English (Level B1)
- Excel (advanced)
- Adobe Audition
- Teamwork
- Microsoft Office
- Adobe Photoshop
- Flexible hours
- Social media management

Languages

- Advanced English
- Spanish