

Melisa

MERCURIN



CONTACT ME

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- @mdmercurin

EDUCATION

- Surgical Technician I
Universidad Abierta
Interamericana 2014
- Bachelor in Economics and
Organizational Management I
Instituto Ntra. Sra. de la
Misericordia 2008

LANGUAGES

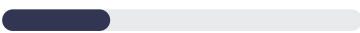
Spanish



English



Portuguese



COURSES

- Administrative Assistant, 2019
- Community Manager, 2016
- Secretary, 2015

PROFILE

I am hardworking, friendly, dynamic and able to adapt to different environments. I stand out because of my good productivity and my ability to learn quickly.

I am looking for a job opportunity in which I can demonstrate my commitment and ability to work, to develop myself personally and professionally.

WORK EXPERIENCE

Saleswoman I Fashion City

2022 - 2023

Seller, Customer attendant

Hotel Receptionist I Hostel Posada Juan Ignacio

Apr - Nov 2021

Receptionist, Administrative, Cashier, Booking management, Banana Desk software domain

Hotel Receptionist I Aquário Hostel Bar

2018 - 2019

Receptionist, Administrative, Cashier, Tourist services Salesperson; Hostelworld, Booking platforms domain

Saleswoman I Casa Lagash

2017 - 2018

Seller, Customer attendant, Inventory and restock, Telephone customer service, Workshop assistant, Suppliers attendance

Promoter & Telemarketer I Proyecto Santafesino Educativo Laboral

2011 - 2012

Sales promoter, Promotion girl, Telemarketer, Telephonist, Customer service, Telephone Mailing Operator, Assistant, Administrative

Archivist (Trainee) I Hospital San Felipe

2008

Internship in Administration area

Tasks: assess, collect, organize, preserve, maintain control over and provide access to patient's records and archives