

Executive Secretary

Experience

Over 20 years of work experience in administrative areas as an Executive and Management Secretary, with companies such as Banco Santander, COPEC, and Falabella.

Education

Executive Secretarial – Manpower Study Center.
English-Spanish Translation – Chilean North American Institute.

Professional Experience

2024 – Present: Executive Secretary and Receptionist – Itasca Chile SPA

2020 – Present: Founder and Owner, Community Manager – Vinilosmania E.I.R.L.

2019 – 2020: Branch Secretary – Automóvil Club de Chile (Talagante)

2016 – 2019: Management Secretary – Falabella Retail

2014: Operations Management Secretary – Compañía de Petróleos de Chile COPEC

2005 – 2012: Operations Management Secretary – Banco Santander Chile

1999 – 2004: Account Executive – Chilena Consolidada Seguros Generales S.A.

1995 – 1999: Receptionist and Secretary for the Coiffure Division – L'Oréal Chile