

Administrative Technician

Expertise Administrative tasks such as: Invoice coding, Purchase Order creation, supplier payment management and document translation.

Education Simultaneous and Consecutive Translation and Interpretation, English - Spanish.
EATRI, Santiago, Chile

Professional Experience

2024 – Present	Itasca Chile SpA, Santiago, Chile Administrative Technician
2023 – 2024	Itasca Chile SpA, Santiago, Chile Secretary and Receptionist
2022 – 2023	Accenture, Santiago, Chile Secretary and Receptionist
2019 – 2021	Central Parking System, Santiago, Chile Secretary
2018 - 2019	Omni Nuts and Fruits S.A, Santiago, Chile Sales assistant y Receptionist
2017 – 2018	Balthus S.A, Santiago, Chile Receptionist