

Head of Billing and Collections

Experience **Administration, billing and collections**

Education Instituto INSEC, Chile 1990-1992
Secretary

Professional Experience

2020 – Present	Itasca Chile SpA, Santiago, Chile. Head of Billing and Collections
2002 – 2019	Itasca Chile SPa Administration and Project Control Area
2001 – 2002	Infoera (Filial CTC) Management Secretary-Replacement
1999 – 2001	Laboratorio Grünenthal Chile Commercial Management Secretary
1994- 1998	Laboratorio Danes Chile (Novo Nordisk Chile) Secretary of Commercial Management and Marketing
1990 - 1994	Laboratorio Danes Chile (Novo Nordisk Chile) Receptionist

Project Experience

Paola has extensive administrative experience, including 23 years at Itasca Chile. Her role as Head of Billing and Collections involves all aspects of the office's administrative support, from coordinating travel logistics to invoicing and assisting with project budget management.