



Maria Alejandra  
Ramirez Serrano

## EXECUTIVE ASSISTANT



### PROFILE

I am a proactive, organized, and responsible person with strong interpersonal skills. I consistently demonstrate a positive attitude and unwavering commitment to fulfilling my duties.



### CONTACT

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### EDUCATION & TRAINING

#### **IASE-Instituto Argentino de Secretarias Ejecutivas**

Bilingual Secretary/Executive Assistant

#### **Secondary School**

Colegio Nacional N° 2 José L. Romero

#### **English**

Avanzado - First Certificate  
Business English (en curso)



### SKILLS

- Advanced knowledge in Microsoft Office, Service Now, SAP, Salesforce, Microsoft Teams, Webex, Slack, ChatGPT.
- Project management platforms such as Notion, Trello y Asana.



### WORK EXPERIENCE

#### **Executive Assistant**

##### **Accenture, May 2023 - Present**

Comprehensive agenda management for senior executives. Organization of internal and client meetings, including travel booking and related procedures.

Detailed report of hours and expenses for monitoring and control purposes.

#### **Virtual Assistant**

##### **Independent Professional, Mar 2017 - Present**

Executive, administrative and commercial support to clients (Spanish & English)

Web page: [www.aramirezserrano.com](http://www.aramirezserrano.com)

#### **Customer Service Representative**

##### **Pall Corporation, Feb 2022 - May 2023**

Coordination of distributors and direct clients, ensuring effective communication and optimal satisfaction.

Issuance and control of export documentation, including Packing Lists, Invoices, and AWBs.

Negotiation with suppliers and clients, as well as follow-up on purchase orders and shipments. Active participation in meetings and report preparation.



### ADDITIONAL EXPERIENCE

- Assistant Sales Manager & Comex Manager | CHEMO - Romikin SA Feb 2008 - Feb 2022
- Assistant | Partners & Associates, Estudio Beccar Varela Nov 2003 - Ene 2008
- Secretary | Partners, Estudio Etchegoyen & P. Etchegoyen Sep 2000 - Nov 2003