

Samantha Albano Da Rosa

Experienced Administrative Assistant - Dublin, Ireland

W: <http://www.worky.com/samantha-albanodarosa>

Knowledge and experience in:

S.O. Linux and Microsoft Windows (user level);
Libre Office and Microsoft Office (user level);
Customer service;
Billing;
Administrative Correspondence;
Credit Analysis;
Control of invoices;
Event Organizers;
Cashier.

Samantha Albano Da Rosa's Professional Experience

- 2013 - Present **Haak Network ME - Manager**
I'm responsible to manage sales and administrative department.
- Key Skills bills, invoices
-
- 2012 - 2013 **Quinta dy Engenho - Receptionist**
Service Check-in, Check-out, reservations and budgets to events.
- Key Skills Reservations
-
- 2012 - 2012 **Cordiale Hotel - Receptionist Bilingual Free Lance**
Service Check-in, Check-out, Reservations and invoices.
- Key Skills invoices, Reservations
-
- 2010 - 2012 **Haak Network - Administrative Manager**
Billing, staff hiring, agreements, conflicts manager, marketing campaigns and training people.
- Key Skills Billing, Marketing
-
- 2008 - 2009 **Huayra Acabamentos Têxteis Ltda - Administrative Assistant**
My work was about invoices, administrative correspondence, make shoplister, and give some help to Human Resources like payments and registration.
- Key Skills human resources, invoices
-
- 2004 - 2008 **Arthur Lundgren Tecidos S/A - Pernambucanas - Pleno Advisor**
At first I worked with attendance. When I receive my promotion I acquire new responsibilities such as credit analysis, invoices and organize events.
- Key Skills credit analysis, invoices
-

Samantha Albano Da Rosa's Education and Qualifications

2012 **Certificate - English Intermediate**
CNA São Roque

2011 **Certificate - Business Management**

2008 **Certificate - Auxiliary Accounting and Tax Assist**
Mega Trend Itú

2006 **Certificate - Assist in Business Management**
ETEC Centro Paula Souza - São Roque, SP, Brasil

2004 **second level/high school education -**
E.E.P.S.G. Horácio Manley Lane

Samantha Albano Da Rosa's Additional Information

Links

Linkedin Profile - <http://www.linkedin.com/pub/samantha-albano/3a/a70/b2b>

Linkedin Profile - <http://www.linkedin.com/pub/samantha-albano/3a/a70/b2b>

Linkedin Profile - <http://www.linkedin.com/pub/samantha-albano/3a/a70/b2b>

Interests

travel abroad, learning languages and professional growth.
