

Aldana Puentes Garrido

Lawyer – Travel Agent



Details

35 years

Civil Status
Married

Date of birth
27/02/1987

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Buenos Aires, Argentina

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Argentina

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Profile

I have been a lawyer for twelve years, and I am specialized in international law, being also a professor of law at a Private University in Buenos Aires. That led me to study travel agent three years ago, because of my passion for traveling. I have traveled to seventy eight countries and I have a lot of experience in the management of hotels and summer houses on the Argentine Atlantic coast. I have also expanded my skills as a personal trainer and studied languages.

I am looking for a job opportunity outside my country. I have Spanish nationality and UE passport.

I have a vocation for service, I am methodical and tidy. I am good at organizing schedules, meetings, agendas. I am punctual and responsible.

Experience

2019 - PRES

Hostess & Hotel Management

Management of Hotel Merlion, Hotel Flores del Bosque, Hotel Olivo de Bohemia, in the summer city of Mar de las Pampas, Argentina. Management of private summer houses. Organization of transfers, excursions and customer management.

<https://www.floresdelbosque.com.ar/>

<https://www.merlion.com.ar/>

<https://www.olivo.com.ar/>

2018-2020

Lawyer at Teleperformance Argentina



Teleperformance SE (TP) is an omnichannel company headquartered in France. The company provides customer acquisition management, customer care, technical support, debt collection, social media services, and other services. It operates in 88 countries and serves 170 markets.

- Lawyer with high seniority and legal advisor in the leading call center and communications company.
- Preparation and negotiation of contracts with large clients and suppliers.
- Interaction with subsidiaries in Chile (South Cone) and Spain.

2013 - 2016

Senior Lawyer, DELOITTE & CO, Buenos Aires

Deloitte.

Deloitte Touche Tohmatsu Limited, is an international professional services network headquartered in London PricewaterhouseCoopers.

Senior, United Kingdom. Deloitte is the largest professional services network by revenue and number of professionals in the world and is considered one of the Big Four accounting firms along with EY, KPMG and PricewaterhouseCoopers.

- Senior Lawyer of the Customs & Global Trade sector. Legal and foreign trade.
- Legal advice and analysis of contracts.
- Legal Advisor on financial, foreign exchange and banking issues.

2011 - 2013 Junior Lawyer, Ernst & Young Argentina, Buenos





Ernst & Young Global Limited, is a multinational professional services partnership headquartered in London, England. EY is one of the largest professional services networks in the world. It primarily provides assurance, financial audit, tax, consulting and advisory services to its clients.

- Jr. Lawyer of the Customs & International Trade sector. Executive assistant.
- Advisor on financial, foreign exchange and banking issues.



Social

aldanapuentesgarrido 

@vecinosporelmundo 

Top Skills

Customer Service

Fast Learner

Adaptability

Ability to Multitask

Ability to Work Under Pressure

Communication Skills

Education

2005-2010 Lawyer at Universidad de Buenos Aires, Argentina

- Orientation in Private Law. Average 8.05.
- Specialization in private international law.

2019-2022 Travel Agent, Private National Institute of Academic Development, Buenos Aires

- Management of clients, accommodations and businesses.
- Stay plans, transfers, excursions and walks. Tour guide. Concept of travel sales and its importance within companies.
- Laws related to tourist activities.
- Administrative organization of different types of agencies; cost structure; different forms of contracting; social charges; taxes; comprehensive tourism systems. Current accounts, invoices, credit/debit notes, payments to suppliers.

Languages

- Fluent **English**.
- Learning **Italian**.
- **Spanish**, mother tongue.

Academic titles and Diplomas

Please find attached the academic titles and diplomas in the different activities that have been described above, along with other acquired skills that may be of interest:

- Lawyer
- Travel agent
- Personal Trainer and bodybuilding
- Food handling course for commercial purposes
- CPR course (cardiopulmonary resuscitation)
- Web and multimedia design

CLIMA ESTILO DE VIDA

CERTIFICACIONES



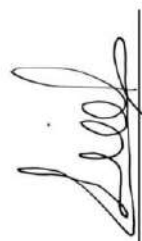
El Instituto Nacional de Desarrollo Académico - INDA - certifica que
Aldana Puentes Garrido, ha aprobado el curso de
Agente de Viajes llevado a cabo bajo modalidad online mediante
nuestra plataforma educativa.


Duración del Curso: 5 meses

Promedio General: 7 (Siete)

Buenos Aires, 31 de Mayo de 2019.

Nro. de Certificación: 1502201812


Encargada de Tutores
Luciana Barin


Director de Sistemas
Andino Exequiel

Código
Verificación QR



www.inda.com.ar



ESCUELA INTERVAL
Docencia, Investigación, Vanguardia

Instructor en Musculación y Personal Trainer
Cuarta Edición 2017

Aldana Puentes Garrido

ha APROBADO el curso de Instructor en Musculación y Personal Trainer, Cuarta Edición 2017, organizado por Escuela Interval, de 40 horas cátedra de duración; es que se expide el presente certificado a los 22 días del mes de Febrero de 2018.

			
Damian Sovadina Director Escuela Interval	Prof. Diego Ramos	Prof. Maria Eugenia Almeida	Lic. Maria Fernanda Insirillo

Food handling course for commercial purposes



PROVINCIA DE BUENOS AIRES

Municipalidad de Villa Gesell

Secretaría de Salud – Dirección de Bromatología

Villa Gesell, 8 DE OCTUBRE de 2020

Se deja constancia que el Sr/a PUENTES GARRIDO ALDANA
con DNI 33.017.617 ha aprobado la instancia virtual del
Curso de Manipulación Segura de Alimentos, en el marco de la
emergencia sanitaria ante la Pandemia COVID-19, dictado por la
entidad capacitadora N°262, reconocida por el Min. De Desarrollo
Agrario de la Prov. De Bs. As., para ser entregado ante quien
corresponda. (*)



(*) Valida hasta el 31 de Diciembre de 2020. Para acceder al CARNET OBLIGATORIO DE MANIPULADOR DE ALIMENTOS deberá aprobar una instancia presencial final de acuerdo a las fechas establecidas por la Dirección de Bromatología, una vez concluido el aislamiento social, preventivo y obligatorio por COVID-19. Informes: Boul. Silvio Gesell y Paseo 113 bis. Te: 462705.



CERTIFICADO

DE ASISTENCIA

CURSO DE RCP TEORICO PRACTICO

Puentes Garrido Aldana

Se certifica que el Sr./Sra. ha asistido al curso de formación de PRIMEROS AUXILIOS Y RCP TEORICO PRACTICO en el día 16.09/2019 y es apto para la practica del mismo y para el uso del desfibrilador semi automatico



Lic. Matías Gustavo Yeannes
Secretario de Seguridad
MUNICIPALIDAD DE PINAMAR



Tec. Jorge Héctor Damato
Coordinador de Defensa Civil
MUNICIPALIDAD DE PINAMAR



Lic. Fernando Echeverría
Primeros Auxilios y RCP
MUNICIPALIDAD DE PINAMAR



Secretaría de Seguridad
Municipalidad de Pinamar



Certificado de Participación

La Secretaría de Cultura y Extensión Universitaria de la Facultad Regional Buenos Aires de la Universidad Tecnológica Nacional, certifica que **Aldana Puentes Garrido, DNI 33.017.617** ha participado del curso:

Experto Universitario en Diseño Web y Multimedial

Modalidad a distancia, con una carga horaria de **120** horas.
Fecha de inicio: 27 de Septiembre de 2017.
Fecha de fin: 17 de Enero de 2018.

Para validar la autenticidad del siguiente certificado ingrese a:
https://sigead.online/alumnos/validar_certificado
y digite el código:

CER-LHS3V4VJ-258394

Ing. German Suppo
Secretario de Cultura y Extensión

Ing. Guillermo Oliveto
Decano