



# Erica Moncalvo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have the tools and mastery for business and cooperation international together with the ability to collect data essential and relevant for the effective and efficient participation in the international stage. I intend to develop in the area of Development and International Cooperation, as well as in international business.

Preferred occupation	Executive Administrative Assistant jobs Administrative jobs
Preferred work location	Dublin Ireland

## Contacts and general information about me

Day of birth	1988-07-14 (37 years old)
Gender	Female
Residential location	South America Outside Ireland
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.06 iki 2018.08</b>
Company name	IBM
You were working at:	Office Executive jobs
Occupation	Legal Assistant
What you did at this job position?	Legal administration of entities: incorporation in different jurisdictions, amendments to the Articles of Incorporation, issuance of share certificates, preparation of Shareholder and Director records, dissolutions, account opening banking, and other tasks inherent to legal administration.

Working period	<b>nuo 2018.09 iki dabar</b>
Company name	INVESTA TRUST
You were working at:	Account Manager jobs
Occupation	ACCOUNT MANAGER
What you did at this job position?	Legal administration of entities: incorporation in different jurisdictions, amendments to the Articles of Incorporation, issuance of share certificates, preparation of Shareholder and Director records, dissolutions, account opening banking, and other tasks inherent to legal administration.

### Education

Educational period	<b>nuo 2014.02 iki 2020.08</b>
Degree	Bachelor
Educational institution	Degree in International Relations
Educational period	<b>nuo 2020.02 iki 2014.03</b>
Degree	Bachelor
Educational institution	ADVISORY TECHNICIAN IN INTERNATIONAL TRADE
Educational period	<b>nuo 2020.03 iki 2020.11</b>
Degree	Vocational
Educational institution	DIPLOMA IN POLITICAL ECONOMY OF CONTEMPORARY URUGUAY
Educational period	<b>nuo 2020.05 iki 2021.11</b>
Degree	Master
Educational institution	POSTGRADUATE IN ECONOMICS AND MANAGEMENT FOR INCLUSION

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	good
Spanish	fluent	fluent	fluent
Italian	basic	basic	basic

### Computer knowledge

Graphic design

Web design

Office package

Social media

### Additional information

Driver licenses                      None

Salary you wish	1000 EUR per month
How much do you earn now	600 EUR per month