



MARIA PAULA TOLEDO MENDOZA

VIRTUAL ASSISTANT

ABOUT ME

I have experience in appointment scheduling, administrative management, Spanish-speaking telephone management, I have knowledge in office automation, email writing and chat management.

JOB TITLE



+57 3102042246



mariapaula2017@gmail.com



Bogota D.C



[linkedin.com/maria-paula-t-](https://www.linkedin.com/company/maria-paula-t-)

➤ EDUCATION

CORPORACION EDUCATIVA INDOAMERICANA
Flighth Attendant Profession (2017-2019)

COMMUNITY MANAGER

In Progress
Certified

➤ LANGUAGES

BASIC ENGLISH A2

NATIVE SPANISH

➤ SKILLS

TEXT PROCESSOR

MICROSOFT OFFICE

MAIL

SCHEDULING OF APPOINTMENTS

ADMINISTRATIVE MANAGEMENT