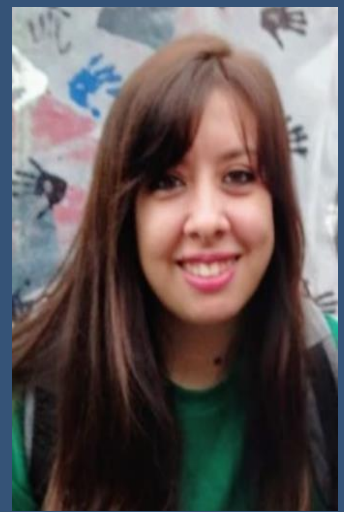


Samanta Soledad Romero

Sworn Translator and Interpreter of English

I love interacting with the many cross-cultural teams in Accenture where I can share knowledge, build relationships, help people, overcome personal challenges, and grow as a professional. My flexibility is related to my eagerness to contribute to the learning environment of my workplace.



 Strengths: Responsibility | Achiever | Developer | Positivity | Learner

 samanta_sole@hotmail.com



Buenos Aires, Argentina



+54 1166906156



WORK EXPERIENCE

Sworn Translator (Spanish English)-Interpreter

Enrolled in: Colegio de Traductores Públicos de la Ciudad de Buenos Aires

Mat. Tomo: XXIII Folio: 201

As of 03/2021

- Translation of:
 - - Legal documents (birth certificates-marriage certificates-contracts)
 - -Balances
 - -User guides

Function Delivery Senior Analyst (Performance Team-Talent)

Accenture

As of 03/2021

- Global Support to Performance Module in Workday and Performance Achievement Tools
- Daily assistance on technical and functional questions from users throughout different channels (Service Now, Shared Mailbox, calls)
- By-weekly calls with Stakeholders to ensure quality process. Provide expertise for performance services to support client requirements.
- Weekly and monthly reports to Stakeholders
- Communicate and document system updates, performance issues and best practices for general users.
- Part of the Testing Team for the upcoming updates in Workday regarding Performance Experience
- Training to new hires as well as MDs and Below MDs on the Talent Discussions process
- Support client's annual performance management cycle and succession management processes
- Build and manage vendor and competitor relationships
- Chatbot Analysis

Payroll/Customer Service

Policia Federal Argentina

02/2013 – 03/2021

- Revision/ updates of public contracts
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Pro-active, initiative-taker who continuously looked for opportunities to improve solutions or develop new capabilities to meet emerging business needs

Payroll/Customer Service

Northgate Arinso

08/2010-08/2012

- Subject Matter Expert.
- Key team player for Agilent Technologies US and its 6000 employees.
- SAP data updates, mass and multiple uploads, queries, fast entries, and surveys analysis.
- Internal and external reports, weekly conference calls with client
- Coaching of Tier 1 Team.
- Data Management Analyst.
- Benefits, remunerations and compensations.
- Data processing using HR Workspace systems.

Customer Service Agent

Teleperformance

12/2206-07/2010

- Offered advice and assistance to customers, paying attention to special needs or wants.
- Configured hardware, devices and software to set up workstations for employees



SKILLS

-
- Operations Management
- Operational Excellence
- Cost Accounting
- Talent Management
- Market Intelligence
- Succession Planning
- Leadership Development



TECHNICAL SKILLS

- SAP (HR MODULE)
- MS OFFICE
- SDL TRADOS STUDIOS
- WORDFAST LLC



EDUCATION

Certified English Translator: Sworn Translator and Interpreter
Universidad Del Salvador. Buenos Aires, Argentina

2021

High School Graduate: Humanities and Social Sciences
Amancio Alcorta Institute. Buenos Aires, Argentina

2012



CERTIFICATIONS

* Sworn Translators in civil weddings.

Colegio de Traductores Públicos de la Ciudad de Buenos Aires

* SDL Trados Studio

Universidad Del Salvador

* Wordfast LLC Colegio de Traductores e Intérpretes de la Provincia de Buenos Aires-colegio Regional San Isidro



HOBBIES

- Travel
- Piano
- Photography
- Sports