



Vivian Peisojovich

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Executive Assistant / Office manager - Vast experience in this position in first tier multinational companies. Extremely organized and proactive. Excellent interpersonal and communication skills. Teamwork oriented. Technology savvy and highly adaptable to changes.

EXPERIENCE

Technisys S.A.

2020- 2023

Executive Assistant

Reporting to CEO and CSO. Secretarial support to C Level. Administrative support to the Sales Team. Collaboration with the marketing team in the organization of special events. Customer and Head Office Liaison. Writing and translation of letters, reports, and presentations. Travel logistics and scheduling. Calendar management. Expenses.

HUDSON ADVISORS DE ARGENTINA S.R.L.

2017-2019

Executive Assistant / Office Manager

In charge of administrative tasks of this financial advisors and asset management company that provides services to Lone Star Acquisitions Argentina S.R.L. Secretarial support to directors. Writing and translation of letters, reports, and presentations. Travel logistics and scheduling. Calendar management. Expenses. Vendor hiring and control. Purchases and payments. Supervision of reception desk, messenger, cleaning, and IT staff.

ALEPH CAPITAL ADVISORS S.A.

2011-2017

Executive Assistant – Reporting to Director

In charge of the administrative tasks of this firm which provides financial services to an US investment fund (Discovery Capital). Secretarial support. Travel and events organization, filing, calendar coordination, expense reporting. Liaison with Head Office, clients, and suppliers. Budget and cash flow preparation. Translation and writing of letters, memos, reports, and presentations. Office Management.

MICROSOFT DE ARGENTINA S.A.

2009-2011

Executive Assistant to General Manager

Executive Assistant to General Manager –Travel and events organization. Translation and writing of letters, memos, reports, and presentations. Customer and partner experience monitoring and coordination. Expense reporting/preparation of purchase orders – follow up of these processes. General secretarial tasks. Calendar coordination.

THE PEABODY GROUP - Plaza Logística S.R.L.

2002-2008

Assistant Manager – Reporting to Head Office (O'Connor Capital Partners)

In charge of administrative tasks of this US\$ 850MM global investment fund sponsored by J.P. Morgan and O'Connor Capital Partners. Clients-Head Office liaison. Office and asset management. Procurement. Bidding process, selection and hiring of vendors. Bookkeeping, budget and cash flows preparation and reporting. Payment to vendors and suppliers.

Vivian Peisojovich (cont.)

J.P. Morgan

1990-2002

Administrative Assistant – Reporting to Managing Director

Position held in the following areas: Corporate Finance – Technology and Operations – Legal Department - Economic Research - Investment Banking – JPM Capital Partners – The Peabody Group
Tasks performed: Credit process start-up (credit authorization preparation) and follow up – Credit analysis – Data base preparation and data gather up - Preparation, writing and translation of presentations, letters reports and memos – Wording of a weekly Economic and Financial Report – Travel, off-sites and special events organizations – Agenda coordination and follow-up – General administrative support and secretarial tasks – Payment follow-up – Asset management administrative tasks.

CONTINENTAL BANK N.A.

Administrative Assistant - CFO

1987-1990

Tasks performed: monthly and daily report preparation - Preparation and updating of Money Desk data bases and reports – Follow up and control of disbursement procedures, line of credit approvals and credit documentation – Preparation of Loan Agreements with Head Office – Preparation of commercial transactions requests of approval – Writing and Translation of memos and reports - General administrative support and secretarial tasks.

EDUCATION

-  Master in Economy and Business Administration – E.S.E.A.D.E. 1993
-  English Public Translator 1985
Universidad Nacional de Buenos Aires
-  Sciences and Mathematics oriented High School 1981
Esc. Normal Superior de Maestras en Lenguas Vivas “J.F. Kennedy” (today Sofía B. de Spangenberg)

LANGUAGES

Spanish / English (Native)
Portuguese / French (Fluent – intermediate level)

PC Skills

Advanced knowledge of:
Word, Excel, Powerpoint, Microsoft tools, Microsoft Outlook, Internet, Concur, Confluence, Jira

PERSONAL DATA

Date of Birth: February 20th, 1964
Place: New York, USA
Civil Status: married, 2 children