



Georgina Belén LUNA

Birth date: 10 December 1992 (32) | Nationalities: France & Argentina
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MANAGEMENT AND STRATEGY

Specialized in the management of high level international political projects and events, experienced in multicultural team environments, determined and rigorous, with almost 15 years of work experience.

LANGUAGES

Spanish (native)
French (C2 ECRL)
English (C1-C2 ECRL)
German (A2 ECRL)
Italian (understanding)
Portuguese (understanding)

SOFTWARES & MACHINES

Management, administration and databases: Mac, Windows, Acrobat, Word, Excel, Publisher, Project, Planner, PowerPoint, Outlook, Numbers, Pages, Survey Monkey, Trello, Mentimeter, Oracle, iProc, Mobilexpanse, Workday, DMS, DDS, AD, Express Scribe, etc.

Design: Illustrator, InDesign, Photoshop, After Effects, Rhino, AutoCAD, Cinema 4D, Quite imposing, iMovie, Picasa, Canva, Inkscape, etc.

Printing software's, high capacity printers and finishing machines.

INTERESTS & HOBBIES

Politics, travelling, diving, fishing, driving, sports, beauty, technology, languages, animals and nature.

Handball player for 10 years; best player, scorer, fair play.

Singer; Zarzuela musical shows as opera singer.

Painting; academy for 3-4 years.

Folklore dancer; academy and shows for 3-4 years.

REFERENCES UPON REQUEST

PROFESSIONAL EXPERIENCE (non-exhaustive)

Volunteering, France-Switzerland, 2024 to present

- Acting as an informal volunteering, by sharing business strategy advice for business creation, workflow, internal documentation, outsourcing, recruitment, purchasing, bidding, performance, digital tools, import-export, marketing, communication, and administrative procedures for a company specialized in outsourcing services for the development of projects, for clients from the Franco-Swiss region and worldwide.

World Trade Organization (WTO), Switzerland, April 2016 to December 2025

- International political corporate events and conference management.
- Graphic and event design, printing and distribution management.
- Workflow's analysis, and implementation and suggestion of new technologies and work procedures.
- Reports and administrative and technical documentation writing.
- Project teams, financial, procurement, stock and travel management.
- International trade documentation management and reviser.
- Key achievements:
 - High level events (from 50 to 4 000 participants approx.): Ministerial Conferences, Public Forum, World Cotton Day, International events, workshops and seminars.
 - Assigned Supervisor of the local team for the Document and Information Services of the WTO Ministerial Conference in Buenos Aires.
 - Assigned Representative of the WTO Languages and Documentation Services Division (250 employees approx.), for the collaboration in the "WTO Action Plan Focus Group of the McKinsey Secretariat Review 2021-2022" and the "WTO LDSD Cultural Change 2021".
 - Alignment of the WTO internal work process in relation to external companies and the purchasing process.

OTHERS (non-exhaustive):

International Labour Organization (ILO), Switzerland

World Health Organization / United Nations (WHO/UN), Switzerland

World League Hockey, Argentina

EDUCATION (BAC+6)

- Master +2 in Management and Business Strategy (Switzerland and EU)
- Bachelor +4 in Design (Spain)
- Professional Training in Graphic Design and Printing (Switzerland)
- High School of Economics and Management of Organizations (Argentina)

ADDITIONAL DIPLOMAS, CERTIFICATES AND OTHER STUDIES (non-exhaustive)

- Project Management Professional (PMP) certification training (UK, Switzerland).
- PMI, NASBA and LinkedIn certifications: Time management tips; Project management foundations; Project management foundations procurement; Purchasing foundations; and Organization communication (Switzerland).
- ICDL certifications: Excel (advanced); Word (advanced); Power Point (Switzerland).
- Typing certification in Spanish, International Telecommunication Union (Switzerland).
- Cosmetology diplomas (Argentina).
- Seminar on Bulimia and Anorexia Disorders as Nutrition's Bachelor student (Argentina).
- Knowledge about Nutrition and Economics Science (Bachelor in Nutrition and Bachelor in Economics Science, not finished for moving reasons).