

Franco Agustin Baroni

Buenos aires, Argentina • francoabaroni@gmail.com • +54 9 11 2490-9343

Detail-oriented bilingual professional with 3+ years of experience in creative freelance work and administrative support. Skilled in typing, digital organization, and document formatting. Fast learner with strong adaptability and a passion for accuracy. Equipped with a full remote setup and committed to delivering high-quality work in virtual environments. For communication purposes, I kindly ask to be addressed by my social name: Ivan Puertas Bazan.

Key Skills

- Spanish typing speed: 56 WPM.
 - English typing speed: 45 WPM.
 - Document formatting and editing (Office and Adobe suite)
 - Data entry and file organization.
 - Bilingual communication (Native Spanish & English B1).
 - Remote work tools: Google Workspace, Notion, Zoom.
 - Experience with scanning, printing, and digital archiving.
 - Basic translation and proofreading.
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Professional Experience

Freelance Typist • Remote, 2020 to Present

- Recreated visual content for clients including illustrations, and layout design.
- Managed project documentation, client briefs, and delivery schedules.
- Used Office tools for budgeting, proposals, and file management.

Informal Typing & Document Assistant • Online, 2015 to 2019

- Assisted with typing, scanning, and formatting school documents.
- Created student records and organized digital archives.
- Supported an educator and principal with administrative tasks.

Volunteer Translator & Cleaner Manga Fansub • Online, 2016 to 2018

- Translated and cleaned manga pages for online publication.
 - Collaborated with international teams using remote tools.
 - Developed attention to detail and consistency in formatting.
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Education

High School Nº35 • Ing. Eduardo Latzina, 2014 to 2021