




Florence Erize

10 years experience in
Human Operations

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 in/flo-erize

- ▶ In less than a year in Arhis, I **grew** from Office Manager to Operations Assistant, taking over more & **more complex** tasks from Sales, Marketing & Human Resources.
- ▶ Promoted to Cowork Lead at Jeff, I **hired and trained** my own assistant, while organizing an **international summit** for 200+ employees in Valencia as an Office Manager.
- ▶ Due to my performance as an Office Manager in AreaTres coworking space, I was trusted with the **expansion** of the Soho location, to welcome a tech startup of **150+ employees**, doubling its original size.

Trilingual
in Spanish, English & French

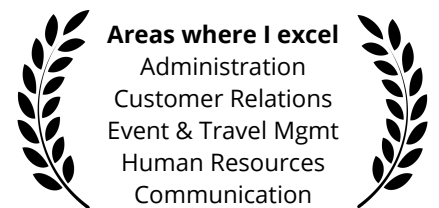
Empathetic
& *active listener*

Proactive
& *multitasker*

Operations Assistant

Arhis
Nov 2022 - **Today**
Valencia, Spain


- Office administration for Valencia's local office, and global support for the international teams in France and Switzerland.
- Travel management, draft of internal policies and general financial tracking.
- HR support in onboarding/offboarding, relocation of employees, happiness management and event planning.
- MKT support with internal communication and Analytics.
- Sales support on a Saas Data Protection partnership @Keepit.
- Language & technical support to team members, as required.



Proficient in:



Office Manager

 **Cowork Lead**
Jeff
Mar 2022 - Nov 2022
Valencia, Spain

Office Manager

AreaTres
Mar 2018 - Feb 2020
Buenos Aires, Argentina

International Work Experience

New Zealand
Mar 2020 - Oct 2021



Professional Certificate
in **Corporate Recruiting**
by the American Staffing
Association

Diploma of Higher Education
in **Audiovisual Arts**
Universidad Nacional del Arte

Complementary studies
in **Book Editing**
Universidad de Buenos Aires



With 10 years of diverse experience in Human Operations, I'm passionate about optimizing processes and rethinking strategies to create better experiences for both employees and customers. I'm committed to ensuring my work aligns with company goals and values, fostering a meaningful connection between people, processes, and purpose.

