



**EMAIL:** [recepcion.legal@uy.Andersen.com](mailto:recepcion.legal@uy.Andersen.com)

**PHONE:** (+598) 2600 0470

**LANGUAGES:** Español & Inglés

## **Mariana Manera**

### ***Executive Assitant – Montevideo***

Mariana Manera is an Executive Assistant at Andersen, bringing extensive experience supporting executives and teams with a focus on operational efficiency and strategic organization.

She has expertise in managing complex calendars, coordinating meetings, handling internal and external communications, and following up on key tasks. Her work is characterized by precision, proactivity, and a high level of commitment.

Having lived several years in the United States, she acquired native-level proficiency in English and developed a strong ability to navigate multicultural environments, collaborating seamlessly with international teams and leaders.

She is recognized for her reliability, discretion, and problem-solving skills. Mariana deeply values the pivotal role of executive assistance within an organization, as well as the importance of building trust-based relationships that enhance teamwork and contribute to achieving strategic objectives.