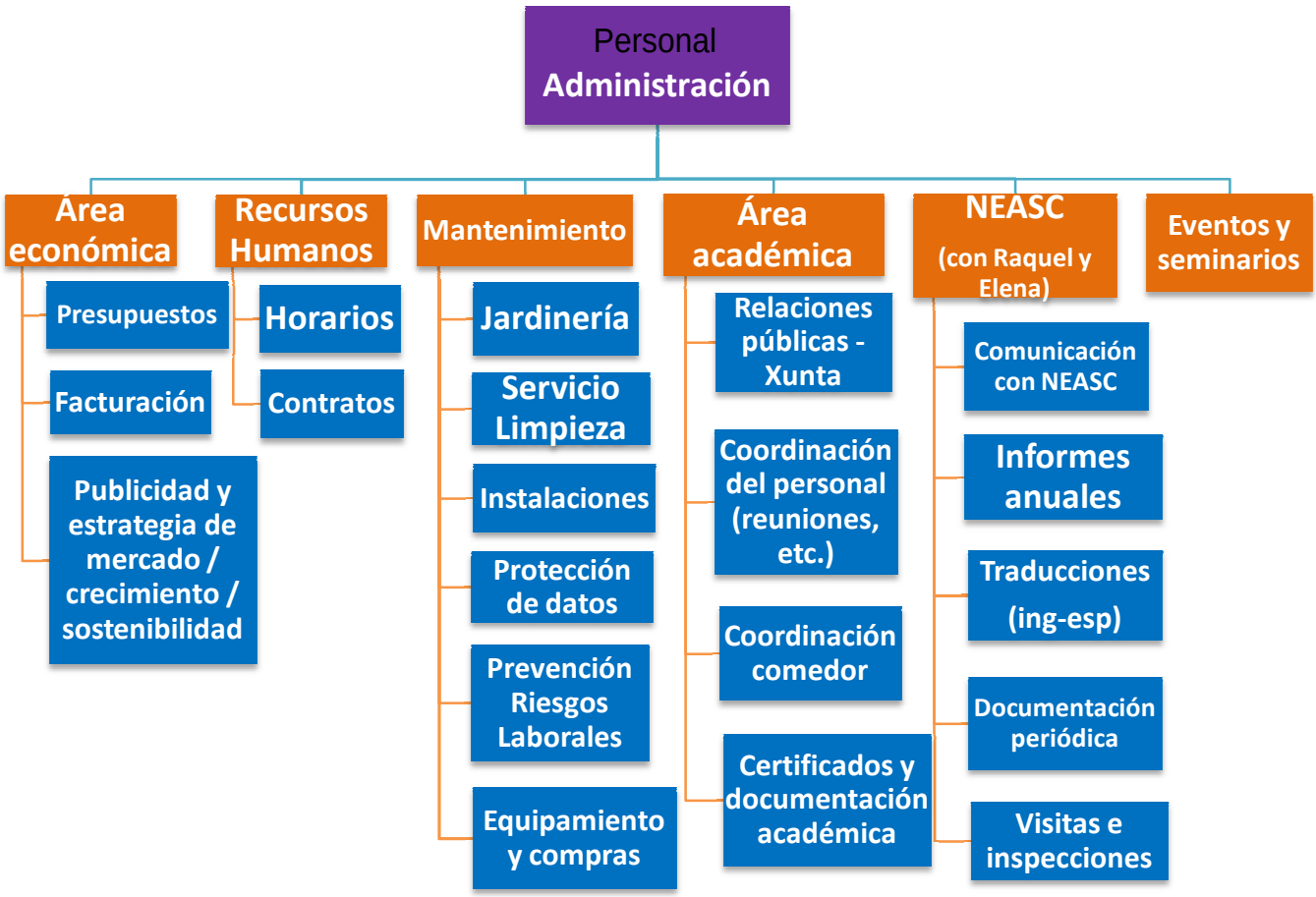TAREAS DEL ADMINSTRATIVO/A