



Italo Argote

BILINGUAL OPERATIONS & SYSTEMS SPECIALIST

05 EXPERIENCE

2020 – PRESENT

Operations & Systems Specialist

Argotech in Santa Maria, California

Designed and implemented automated client onboarding workflows using Zapier and CRM webhooks, reducing manual setup time by 40%.
Managed up to 5 concurrent client implementation projects, coordinating between technical teams and non-technical stakeholders in both English and Spanish.
Developed a digital signage plug n' play service that reduced installation time by 60%.
Analyzed client sales data with Python and Excel to identify most sold items leading to modifications in the menus removing slow movement items and effectively reducing food waste by 30%.

AUG 2022 – MAR 2025

Bilingual Communications Specialist

Voyce Global in Fort Lauderdale, Florida

Managed high-volume, secure communications for enterprise clients, ensuring 100% data integrity and compliance with strict service-level agreements (SLAs).
Coordinated complex scheduling and resource allocation for a distributed team across multiple time zones, maintaining service quality and operational continuity.
Documented over 5,000 client interactions in a proprietary CRM, providing key data for performance analysis and quarterly business reviews.

APR 2018 – NOV 2019

Logistics & Operations Manager

Capriccio Miraflores SAC in Lima, Peru

Led the digitization of the supply chain process by implementing an inventory management system, which reduced stock discrepancies by 25%.
Managed vendor relationships and negotiated contracts, improving payment terms and securing a 10% cost reduction on key supplies.

NOVEMBER 2015 – DECEMBER 2017

Back Office Manager

Bureau Consulting SAC in Lima, Peru

Managed international workflow documents, reporting systems, and internal coordination.
Utilized remote communication tools (RSI, WhatsApp, Google Drive) to support multi-country operations.
Oversaw task prioritization and ensured document accuracy across departments.

01 EDUCATION

International Business Administration 2013 – 2016
Instituto San Ignacio de Loyola, ima, Perú
Business Administration 2011 – 2013
Universidad ESAN, Lima, Peru

02 CERTIFICATIONS

EF SET Certificate – C2 Proficient | English Proficiency
Remote Simultaneous Interpreting (RSI) | Professional Certification.

03 SKILLS

- Workflow & Automation: Zapier · Notion (Advanced) · ClickUp · Asana · Python (Pandas)
- Data & Reporting: Excel (Advanced) · Python Scripting · Data Analysis · Project Tracking
- CRM & Client Support: HubSpot · CRM Management · Task Prioritization · Client Communication
- Design & Visual Tools: Canva · Illustrator

04 LANGUAGES

Spanish: Native

English: C2 Professional Proficiency



[Meet me :\)](#)



bit.ly/ItaloArgote