



# JOAQUIN REINANTE

**B.A IN BUSINESS ADMINISTRATION  
JR FULL STACK DEVELOPER**

## WORK EXPERIENCE

### Administrative Analyst - BPO Services

#### **Tata Consultancy Services - Microsoft - Jun 2023 Jan 2024**

- Administrative and legal tracking of Microsoft commercial contracts through the ECIF (Enterprise Contract Information Form) platform
- Review and validation of contractual and financial information
- Updating and maintenance of records in internal systems
- Support to global teams in administrative, compliance and documentation tasks

### Comercial Department Assistant

#### **España Judiciales S.R.L, Feb 2022 - Jun 2023**

- Preparation of quotations and commercial proposals
- Prospecting and acquisition of new clients
- Account tracking and collection management
- Preparation and delivery of administrative and technical documentation

### General Assistant and Laborer

#### **Australia, Feb 2020 - Dec 2021**

- Cleaning and maintenance of rooms in 4- and 5-star hotels
- Food preparation, storage and kitchen assistance
- Garden, patio and pool maintenance
- Support in construction, renovation and texturing of buildings

### Administrative Assistant

#### **Julius Baer, Jun 2017 - Dec 2018**

- Support in office and administrative tasks
- Handling and delivery of confidential documents
- Organization of physical and digital archives
- General support to the administrative and financial team

**Phone:** (+598) 98 432 151

**Email:** jreinante.smc@gmail.com

**Address:** Antonio Pena, Montevideo

**Date of Birth:** 3rd of June, 1998

Adaptable and proactive professional with a strong focus on continuous learning and teamwork. I stand out for my ability to take on challenges, solve problems efficiently, and collaborate in dynamic environments, always maintaining a positive, results-oriented attitude and a constant desire to learn.

## EDUCATION

### Academic Background

- **Colegio Stella Maris** - High School Diploma in Economics
- **Universidad ORT del Uruguay** - Bachelor's Degree in Business Administration

### Technical Training - Hack Academy

#### **Full Stack Developer - Front End & Back End.**

- Intensive course with a Full Stack focus, using technologies such as:
  - **Front-End:** HTML, CSS, JavaScript, React
  - **Back-End:** Node.js, Express, MySQL, MongoDB

#### **Artificial intelligence for Developers**

- Practical introduction to AI applied to developers, using libraries and modern models.

### Languages:

- Spanish: Native
- English: Advanced
- Portuguese: Basic

### Exams:

- IGCSE: Cambridge