

Clainer Ventura

Frontend Developer – UI / UX Designer – Hospitality Services

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[LinkedIn Account](#)

[Indeed Account](#)

New York, N.Y.

Career Objective: Experienced and reliable liaison with a stellar work ethic. Seeking a role in a goal-oriented environment that will afford me the opportunity to grow professionally as well as implement my skills at the best of my abilities, with the purpose of increasing overall business productivity.

Career Experience:

UI / UX Designer
2020 - Present

Universal Limitless - Freelancer · Remote

- Design E-Commerce, Portfolio & Business websites.
- Assisted senior developers in translating clients' requests into HTML code.
- Designs Webpages + Navbar + Section + About + Projects + Contact forms.
- Premium Features + Responsive for all Screens.
- Vs code · Jave Script · HTML5 · CSS · Figma · Web flow - Squarespace.

Front Desk/Concierge
07/2021 – 07/2023

Red Apple Real Estate – The Margo 180 Myrtle Ave, Brooklyn, NY 11201
Luxury Residential, 228 Units

- Acted as the primary point of contact for tenants, guests, vendors, and mgmt.
- Ensure smooth operation and timely resolution of issues.
- Assisted residents with front desk duties such as moving in/out, reservations, Phone/Email inquiries, Packages, Maintenance requests.

Customer Service Rep
11/2019-06/2020

The Exec-Search Group – 657 3rd Ave N.Y. 10017

- Data Management / Data Entry / Concierge / Front Desk Services
- The Quin Central Park by Hilton (*Data entry using Microsoft Excel*)
- Good Shepherd Services (*Front Desk/Reception Service*)

Front Desk/Concierge
05/2018 – 05/2019

First Service residential - American Copper Towers – 626 1st Ave N.Y. 10003
Luxury Residential, 550 Units

- Liaison between departments, staff, residents enhancing customer services.
- Maintained detailed records of maintenance activities, repairs, and equipment.
- Implementing emergency procedures and coordinating necessary actions.

Concierge
10/2015 – 05/2018

Jardan Management Corp. – 85 Fourth Ave N.Y. 10003
Luxury Residential, 150 Units

- Greet visitors, ensures questions and needs are fulfilled.
- Inventory logs, receive packages, phone call/Emails inquiries.
- Monitored surveillance equipment to prevent unauthorized facility entry.

Education:

BMCC

- Completed 65 credits toward Bachelor of Criminal Justice.

SKILLS:

Customer Serv.	Troubleshoot
Concierge/Front Desk	Team Player
	Detail Oriented
Data Entry	
Data Management	Bilingual (Spanish)

Computer Software's:

Vs Code	Figma
HTML	Square Space
CSS	Web Flow
Java Script	

