



JUAN MANUEL
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OBJECTIVE

A pleasant, professional and proficient administrator who is studying Full Stack Software Development in Code Institute Online. An effective team member who can meet deadlines and ensure that the highest standards of Office organization are always maintained. I have a methodical and thorough approach to work and will go out of my way to maintain an enjoyable and clean working environment. I have experience of working with the general public, both face-to-face and over the telephone and is someone who will always go that extra mile to get things done. Right now, I am looking to work for a company that offers excellent opportunities for personal and professional development.



KEY COMPETENCIES

- QA Reports
- Microsoft Office, Android, Mac System.
- Lean Six Sigma Quality
- SAP
- Native Spanish Speaker
- Strong attention to detail
- Well organized
- Good communication skills
- Prioritize high quality customer Service



EDUCATION

Level 6 Full Stack Software Development | Code Institute – Ireland 2019-2020
Level 5 Certificate in Digital Marketing | Sureskills – Ireland 2017
Level 5 Certificate in Administrative Management | C.E.A – Spain 2010 – 2011
Level 5 System Application Developer | FPO- Spain 2004- 2005
Level 6 Higher Certificate in Marketing and Sales | I.E.S Oscus -Spain 2001 – 2003



EXPERIENCE

ACCENTURE | Policy Content Operations NOV 2018 –PRESENT - IRELAND

- Master policy knowledge to ensure high quality app reviews Google Play.
- Review the apps in given time in accordance to the policies set by the client.
- Take action on violating apps. Critical understanding of the abuse and policy issues
- Navigate, search and download apps from client play store on the appropriate devices.

ROCWELL COLLINS | Quality Administrator NOV 2017 – OCT 2018- NORTHERN IRELAND

- Managed the reporting, the control plans, documentation and daily tracking for the Source Inspection report.
- Creation of reports of discrepancies in Excel for different Airbus airlines (Qatar, Delta Airlines, China. Etc..). Document Quality Control.
- Ensure that a manufactured product or performed service adheres to a defined set of quality criteria or meets the requirements of the client or customer.

ABBEY IRELAND & UK | Business Development Intern AUG 2017 – OCT 2017- IRELAND

- Putting together offers and programs for Ireland and Scotland and package prices.
- Liaising with hotels, customers and suppliers in Ireland and Scotland as well as negotiating rates and dealing with group bookings. Creating itineraries for groups. General office administration.

October 2016 – July 2017 | Took time to facilitate settlement in Ireland. I studied English and got the Certificate in Digital Marketing & Graphic Design.

KUEHNE + NAGEL | Logistics Administrator FEB 2013 – SEP 2016- SPAIN

- Warehouse management duties include maintaining inventory, ordering shipping materials, operating necessary equipment and managing warehouse personnel. Program A-400M.
- Use of Logistic SAP module SP1 500. Working with KPI'S in Excel. Processing purchase orders and delivery notes.
- I worked for all departments, gained wide experience: Dispatch, Verification, Reception and AOG.

PRESCAL | Sales Administrator MAY 2011 – DEC 2012- SPAIN

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Establish, develop and maintain positive business and customer relationships.
- Expedite the resolution of customer problems and complaints to maximize satisfaction

M.A COMPONENTES | Office Administrator JAN 2006 – MAR 2009- SPAIN

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data.



ACTIVITIES

COURSES: Graphic Design Diploma (DIT) 2017, Quality Lean Six Sigma Introduction (IT Sligo) 2018

LANGUAGES: Spanish (Native) English (C1)

HOBBIES & INTERESTING: Volunteering (Irish Cancer Society), Travelling, Yoga, Cinema, Food...etc.



REFERENCES ON REQUEST