

IVANA FLORES

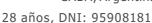
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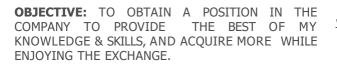
Iva.eleven@gmail.com



Av. Curapalique 202

CABA, Argentina







EXPERIENCES

MANAGEMENT ASSISTANT

2019 - 2020

(TEMPORARY CONTRACT-3 MESES)

RECEPCIONIST / OFFICE MANAGER

2018 - 2019

ASSISTANT

2013 - 2017



EDUCATION

INTITUTO RAÚL SCALABRINI ORTÍZ 2020

EDUCACIÓN IT

2020

SINDICATO DE **EMPLEADOS DE COMERCIO**

2019

AMERICO VESPUCIO COLLEGE

2009 - 2012

AVE MARÍA SCHOOL 2003 - 2008

REFERENCES

IORGE BLIMAN

CEO

BELKIS GARCÍA

MARIANA GUTIÉRREZ

Coordinator

AJYB S.R.L. - CABA, ARGENTINA

- -Support in all the tasks assigned by the chief executive officer (CEO) and the General Coordinator of the consultancy and coordination of the CEO's monthly agenda and travels...
- -Answer all intern and external communications, both in Spanish and English.
- -Translate different types of documents for national and international use of the company.
- -Build and desing special projects and information leaflets using Microsoft Power Point, Canva and CorelDraw as main tools.
- -Act as an interpreter SPANISH-ENGLISH-SPANISH when needed.

FRANCHISING ADVISORS S.R.L. - CABA, ARGENTINA

- -Support in all the tasks assigned by the chief executive officer (CEO) and the General Coordinator of the consultancy and coordination of the CEO's monthly agenda and travels..
- -Answer all intern and external communications, both in Spanish and English.
- -Monthly prepare monitoring reports of active and new costumers.
- -Retain/build loyalty by follow-up of each case, using monitoring tools as Goldmine database system.
- -Build and design special projects/documents for the CEO conferences as well as the commercial and economic information of the consultancy clients, using CorelDraw, Adobe Photoshop and Microsoft Power Point as main tools.

GOBIERNO DEL DISTRITO CAPITAL - CARACAS. VENEZUELA

- -Support in all the tasks assigned by the general coordination.
- -Monthly elaborate, monitor and control an average of 45 teacher credentials for district schools educators using Microsoft Office programs as main tools.
- -Build and design special projects/documents for the general coordinator.
- Answer and manage all the office intern and external communications.
- -Manage the monthly General Coordinator's agenda doing the follow up of the scheduled office activities.

SYSTEM ANALYSIS

(3 years career) systems architecture, database design and administration, structured and object-oriented programming, project management, software quality.

SOFTWARE TESTING OA

Software Development Life Cycle, Agile methodologies, Test cases creation & execution, Bug tracking, Testing methodologies, SQL, Git.

WEB DESIGN - I & II

Web design course (four months) with the following contents:

Html5/CSS3, FTP, Responsive Design, UX, Newsletter creation, Marketing strategies

DEGREE IN MODERN LANGUAGES, ENGLISH & FRENCH CERTIFICATE

English: written and spoken advance fluency. French: written and spoken basic fluency.

SCIENCE CERTIFICATE

High School Degree - Caracas, Venezuela

FRANCHISING ADVISORS

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GOBIERNO DEL DISTRITO CAPITAL

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