



# IVANA FLORES

+54 9 11 3665-4808



Iva.eleven@gmail.com



[www.linkedin.com/in/ivana-flores/](https://www.linkedin.com/in/ivana-flores/)



Av. Curapaligue 202  
CABA, Argentina



28 años, DNI: 95908181

**OBJECTIVE:** TO OBTAIN A POSITION IN THE COMPANY TO PROVIDE THE BEST OF MY KNOWLEDGE & SKILLS, AND ACQUIRE MORE WHILE ENJOYING THE EXCHANGE.



## EXPERIENCES

### MANAGEMENT ASSISTANT

2019 – 2020

(TEMPORARY CONTRACT – 3 MESES)

### RECEPCIONIST / OFFICE MANAGER

2018 - 2019

### ASSISTANT

2013 - 2017

#### 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 coordinator.
- 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.



## 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

#### SYSTEM ANALYSIS

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

#### SOFTWARE TESTING QA

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



## REFERENCES

#### JORGE BLIMAN

CEO

#### BELKIS GARCÍA

#### MARIANA GUTIÉRREZ

Coordinator

#### FRANCHISING ADVISORS S.R.L.

Email: [gperez@franquiciaweb.com](mailto:gperez@franquiciaweb.com)  
[bliman@franquiciaweb.com](mailto:bliman@franquiciaweb.com)

#### GOBIERNO DEL DISTRITO CAPITAL

Email: [gorda14bmga@gmail.com](mailto:gorda14bmga@gmail.com)  
[marigutierrez0616@gmail.com](mailto:marigutierrez0616@gmail.com)



## SKILLS

MSOffice

HTML5/CSS

Web Design

JMeter

SQL