

JEUDY ROBLES PADILLA

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Professional Summary

Proactive and detail-oriented professional with experience in social media management, administrative support, and digital marketing. Skilled in managing online platforms, creating engaging content, and coordinating tasks to support business operations. Proficient in tools like Canva, WordPress, Shopify, and Google Workspace, with strong communication skills in both English and Spanish. Adept at multitasking across diverse projects, providing reliable support to managers, and contributing to brand growth.

Professional Experience

Waiter & Social Media Manager

L'Patate – Cartago, Costa Rica

Dec 2024 – Feb 2025

- Managed the restaurant's Facebook and Instagram accounts, creating and publishing content to boost customer engagement.
- Responded to customer inquiries and comments on social media, fostering community interaction.
- Collaborated with staff to improve efficiency and customer satisfaction in a fast-paced environment.

Digital Marketing & Graphic Design Coordinator

Instituto SICSA – Heredia, Costa Rica

Jun 2023 – Nov 2023

- Designed and produced creative content for social media campaigns, improving online presence.
- Supported marketing activities, including advertising through Meta Ads and promotional campaigns.
- Coordinated with the team to deliver consistent branding across digital platforms.

Administrative & Technical Support (Freelance/Academic Projects)

Remote / Various Projects

2022 – 2023

- Assisted with documentation, email management, and scheduling for small business projects.
- Provided basic website updates (WordPress) and content organization for e-commerce setups.
- Delivered customer support and handled inquiries through digital channels.

Education

Technical Degree in Cybersecurity

Colegio Técnico Profesional José Figueres Ferrer – Desamparados, Costa Rica

2024 – *Present*

Web Development & English (Basic to Intermediate)

Instituto Nacional de Aprendizaje – San Pablo, Costa Rica

2022 – 2024

Marketing & Social Media

Instituto Nacional de Aprendizaje – San Pablo, Costa Rica

2023

Skills

E-Commerce & Digital Tools

- Shopify, Amazon (basic), WordPress
- Social Media Management (Facebook, Instagram, Canva)
- Google Workspace & Microsoft Office
- Trello, Asana

Core Strengths

- Administrative & operational support
- Email and calendar management
- Social media content creation
- Customer service & communication
- Task coordination & time management

Languages

- **Spanish:** Native
- **English:** Intermediate–Upper (B2)