

# Arnaldo Ariel Suarez

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## Education

### Web and Computer Programming Certificate

*Brigham Young University–Idaho*

Dec. 2022

Rexburg, Idaho, U.S.A.

- Web design, HTML, CSS, and JavaScript
- Develop web pages that are semantic and valid
- Use HTML5 markup language
- Design web pages with valid CSS level 3
- Avoid HTML presentational markup
- Provide appropriate, usable and findable content
- Develop content for both humans and machines
- Proficient with current web design principles

### Pathway Connect Certificate

*BYU–Pathway Worldwide*

Dec. 2020

U.S.A.

- English language speaking & writing
- Online teamwork & collaboration
- Leadership & time management
- Decision making & problem solving
- Mathematical reasoning
- Effective communication

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## Experience

### Administrative

*Meat Company Bella Vista*

Aug. 2018 – Dec. 2019

Bella Vista, Tucumán, Argentina

- Increased the productivity of plant by authorizing the task in time and form
- Learned and followed the rules of the government that supervised the company to avoid sanctions
- Managed to keep an effective and certain control of more than 500 daily by-products

### Administrative/Sales

*Hypermarket Domingo Granja*

Mar. 2012 – May. 2018

City, State, Country

- Managed successfully control 4 collection boxes by verifying and solving the errors
- Efficient payment and registration of suppliers under the supervision of an accountant
- Control and payment of taxes on time

### Full-Time Volunteer Representative

*The Church of Jesus Christ of Latter-day Saints*

Jun. 2003 – Jun. 2005

City, State, Country

- Coordinated the work of 6 volunteers increasing call-back visits 20% in 4 months
- Trained 4 new volunteers in prospecting, networking, communication and leadership, who went on to become leaders in the organization
- Became proficient in the English language, reading and speaking to my peer every day

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## Skills

- Effective communication
- Responsible
- Teachable
- Detail oriented
- Punctual
- Dependable
- Strong business sense