Arnaldo Ariel Suarez

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Education

Web and Computer Programming Certificate   Dec. 2022
Brigham Young University–Idaho   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
- https://arielsuarez79.github.io/SuarezPorfolio/index.html
- Provide appropriate, usable and findable content
- Develop content for both humans and machines
- Proficient with current web design principles

Pathway Connect Certificate   Dec. 2020
BYU–Pathway Worldwide   U.S.A.

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

Experience

Administrative   Aug. 2018 – Dec. 2019
Meat Company Bella Vista   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   Mar. 2012 – May. 2018
Hypermarket Domingo Granja   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   Jun. 2003 – Jun. 2005
The Church of Jesus Christ of Latter-day Saints   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

Skills

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