



JUAN JOSE GIMENEZ

ADMINISTRATION

I am an administrative professional with strong knowledge in programming, social media management, and commercial skills. I enjoy collaborating in interdisciplinary teams and providing personalized customer service. I am always seeking new challenges to apply my skills and contribute to the success of projects and organizations.



CONTACT

MOBILE PHONE: (+549221) 305 7732

EMAIL: JUANGIMENEZ023@GMAIL.COM

ADDRESS: LA PLATA, BUENOS AIRES



SKILLS

Proactive	Digital Marketing
Teamwork	PC Repair and
Microsoft Office	Operation
Assertive Communication	HTML
Negotiation	JavaScript
Data Analysis	NodeJS
Programming	Customer Service

• WORK EXPERIENCE

"Administrative Assistant"

Institute Cultural PBA, Feb. 2023 - Dic. 2023

- Comprehensive administrative assistance for the project of the Cultural Institute of the Province of Buenos Aires
- Tracking and agenda management. Document review and file control. Monthly budget creation
- Assistance with and creation of scheduled periodic budgets and reports

Digital Marketing Manager

Company Espacio Lunar, Jan. 2020 - Jan. 2023

- Management, control, and administration of the company's social media platforms, including social media advertising, coordinating its digital image, content generation, and community management tasks
- Preparation of weekly reports, budgets, and sales strategies through social media
- Building a customer database, organization on Drive, Excel list management, and maintenance

Administrative Assistant

Lottery Outlet PBA, Jan. 2013 - Dec. 2020

- Customer Reception. Cash Handling
- Assistance at the reception desk. Organization of the logbook for incoming and outgoing items. Maintenance of filing system. Preparation of weekly reports

Salesperson - Customer Service

Retail, Jun. 2011 - Nov. 2012

Personalized customer service. Stock maintenance and logistics control. Cash handling and management. Weekly reports, opening, and closing

• EDUCATION

National University of La Plata

School of Trades, 2016

- PC Repair Technician - Level 3
- PC Operator - Advanced Level
- Microsoft Office Suite Proficiency - Advanced Level

Lic. in Geology, 2015

- Currently in fourth year

Coderhouse

Web Development Programmer, 2021

- Carrera corta de Programador Web con conocimientos en HTML, JavaScript y NodeJS