Malena Lizarraga

HUMAN RESOURCES
VIRTUAL ASSISTANT
COMMUNITY MANAGER

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◎ Argentina

🌐 https://lizarragamalena.github.io/portfoliolizarragamalena/

SKILLS

- Human resourses
- Community manager
- Customer support
- Problem-Solving
- Project Management Tools
- Strong Communication
- Excel, Microsoft Word, Powerpoint
- Notion
- CRM Tools.

EDUCATION

SECONDARY SCHOOL

Really Great High School

2010 - 2014

HUMAN RESOURCES DEGREE

Really Great University

2023 - present

COMMUNITY MANAGER

CODER HOUSE

2023

PROFILE

I am a highly passionate about supporting people and organizations to thrive through **building strong, genuine, relationships with relevant stakeholders.** It's all about adding real value!

EXPERIENCE

ENGLISH TUTOR

Alianza academy

2021-2022

- Plan and correct lessons-tasks-exams

GENERAL VIRTUAL ASSISTANT

Wing's company

2023-present

- Wing account:
- Work with the MyCase application.
- Create, edit, schedule, and publish blogs on WordPress including tags, categories, and grammar check
- - Use Simplified for Blog creation
- - Website Landing page design creation
- - Creation of logos and posters on Canva
- - Creation of art using artificial intelligence on Discord including upscaling, making prompts, and adding ratios
- - Creation of social media content using Envato Elements, Pexels, and Unsplash
- - Product creation on Gelato.com
- - Creation of seamless patterns on Repper and Canva for product creation
- - Social media management including Tiktok, Pinterest, Facebook, Instagram, and Twitter
- - Work with HubSpot
- **Customer Support (Work Ninja)** Remote
- June 2023 - present
- Working with Zendesk and Slack
- Supporting and Solving clients' problems with the work ninja app.

Community Manager (Agencia de Marketing) Remote
June 2023 - present
Upload photos on instagram, facebook and reels and tiktoks.
Create Content for the brand and for the classes
Community management
Informe de KPIs mensual

Pasantia de Recursos humanos (Gao) Remote
esponder el correo electrónico del solicitante y programe entrevistas por parte del personal superior de recursos humanos.
Publicar anuncios de empleo en sitios web de carreras generales, sitios web de carreras universitarias y sitios web de pasantías.
Realizar entrevistas.
Proporcionar informes diarios y semanales basados en tu trabajo diario y semanal, y asistir a todas las sesiones de capacitación y reuniones semanales.