PERSONAL INFORMATION	Manuel Pérez Vallenas

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Sex Male | Date of birth 08/09/1984 | Nationality Peruvian

JOB APPLIED FOR	Web Developer

WORK EXPERIENCE	

15/01/2018–18/01/2019	**Web developer**

Information Technology Services, Cusco (Peru)

- Submit and update SEO information such as keywords or page descriptions using CMS like Wordpress or Joomla.

- Creating reports considering keywords usage, page load speed, image optimization and then performing the improvements alongside the developer´s team.

- Creating, updating and managing activities related to the company's digital partners.

15/08/2014–31/12/2016	**Administrative assistant**

Ciano Trading & Services SAC, Cusco (Peru)

- To plan, organize and coordinate logistics between the base camp (150 people), and two other cities closely together with the headquarters, managing among other things the inflow and outflow of employees, suppliers, goods, refrigerated goods and the contact to the third-party suppliers for its transportation.

- Payment of suppliers when required.

- Pick up (checklist) of the goods dispatched to base camp as well as the received items from the other two cities.

- Examine the supplier's documentation and permissions.

- Update, submit new information and coordinate the schedule of employees' vaccinations and their transportation to the base camp.

18/06/2013–30/06/2014	**Administrative assistant**

CONSTRUCTEC SAC, Cusco (Peru)

- Coordinate the inflow and outflow of construction materials like steels, cement bags, sand and other materials with the manager of the construction area and then facilitate its transportation to the construction site.

- Safety speech when required.

EDUCATION AND TRAINING	

11/04/2002–29/05/2006	15

Universidad Andina del Cusco, Cusco (Peru)

General

- Business-related topics
- Statistics
- Human Resources
- Laboral Legislation and Norms
- Public Administration

PERSONAL SKILLS

Mother tongue(s)   Spanish

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
English				
C1	C1	C1	C1	C1
TOEFL lbt				
German				
A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills   - Good communication skills gained as coordinator and administrator.

- Ability to create new bridges of communication between groups and correlate interests and responsibilities.

Organisational / managerial skills   - Organization and coordination.

- The leadership of teams.
- Anticipating planning, in order to prevent and organize future scenarios.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Microsoft Office - Intermediate User
- Windows O.S. - Advanced User
- Content Management System - CMS - Intermediate User
- Programming (Html, CSS, Javascript, PhP) - Intermediate User
- One year of working experience as a web developer

Other skills   - Red Belt Taekwondo

Driving licence   D1