



Virtual assistant with skills in social media management, customer service, and task organization. Ability to work in a team, learn quickly, and adapt to new technologies.

✉ menelikpuerta2014@gmail.com

🏠 Cra 71 #37-350, Itagüí, Antioquia

📞 3041341809

📅 Jun 15, 2001

🌐 Colombian

SKILLS

- Customer service
- communication
- organization
- teamwork
- analysis
- proactivity

LANGUAGES

- English | Intermediate
- Spanish | Native



VIRTUAL ASSISTANT

Menelik Puerta Herrera

EXPERIENCE

● May 2022
Present

VIRTUAL ASSISTANT

Onice Fashion. Itagüí, Antioquia

- Managed calendar, scheduled meetings, and coordinated travel arrangements for executives.
- Handled incoming emails and responded to inquiries in a timely manner.
- Conducted research and compiled reports on industry trends and best practices.
- Provided excellent customer service, resolving issues and addressing concerns promptly.

● Aug 2021
Feb 2022

CAMERAWOMAN

TVN Global. bello, Antioquia

- Extensive experience filming events and interviews in various settings.
- Skilled in capturing high-quality video footage with attention to detail.

EDUCATION

● Nov 2023
Present

TECHNOLOGY - SOFTWARE ANALYSIS AND DEVELOPMENT

SENA - centro de diseño y manufactura del cuero.

Itagüí, Antioquia

● Apr 2019
Mar 2022

TECHNOLOGY - CAMERA AND PHOTOGRAPHY FOR CINEMA

SENA - Centro de Servicios y Gestión Empresarial.

Medellín, Antioquia