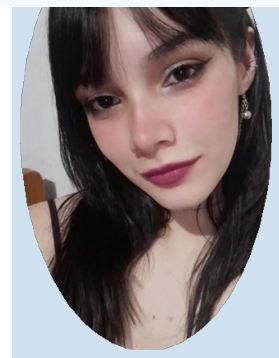


GUADALUPE DEMUTH

ESTUDIANTS



PRESENTATION

My name is Guadalupe Demuth, I am in the second year of my university career in the area of journalism, I have a proactive personality to learn and develop myself quickly in different areas, at my 19 years I have been vocationed in the area of administration, now I am linked and motivated to deepen in a professorship of English language to cover new areas of work.

SKILLS

- Responsibility, good presence, time management, attitude to learn, willingness, commitment and optimal performance.
 - Administrative and implementation skills
- I have extensive knowledge of data uploading to different systems, and I am able to perform the following tasks: file management, tracking and payroll using analytical tools.
- Experience in proactive customer service, resolution skills and good interpersonal communication.
 - Practicality in stock replenishment and in the area maintenance
 - Office Package Management

TRAINING

- Bachelor's Degree in Social Communication
National University of Entre Ríos (2022 - present)
- Bachelor's Degree in Social Sciences and Humanities.
High School - School N°16 del Centenario. Certification in Business Administration, Marketing and Communication.
- English Language Certificate B2.
WordPress, Excel and Office Package course.

Cleaning Assistant - Bachera

Grill "La Zona".
October 2023 - January 2024.

- In charge of washing and storing kitchen and salon utensils, setting up the salon, cleaning the general facilities of the premises, checking merchandise, maintaining tools and working environment.

Cashier - Customer service

Pharmacy
April 2023 - August 2023. (internship)

- In charge of cash register maintenance and organization, product replenishment and administration, detailed analysis of incoming and outgoing products, workplace maintenance, stock replenishment, use of specific technologies for numbering and selection of items used for future recipes.

Customer service in bakery

Graf" Bakery
December 2022 - February 2023

- Customer service, assistant in cash register control, cash handling and posnet. assistance in area maintenance, reorganization of the bakery inventory, assembly of orders for delivery, handling of all types of merchandise and utensils.

Administrative Assistant

June 2022 - December 2022. (internship)

- Responsible for the organizational administration of the agenda and events of a library, handling of files, agenda management, in charge of making calls and writing mails, network control and attending.