

Renzo Vilcatoma

WEB DESIGN STUDENT

PROFILE

Detail-oriented web professional skilled at translating client needs into responsive, user-friendly websites and digital solutions. Combines creative problem-solving with technical precision to deliver visually compelling, functional experiences.

SKILLS



CONTACT



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vilcatoma-renzo



Palatine, IL 60074

EXPERIENCE

Front Desk & Office Assistant – E-Z Services

Palatine, IL (06/2023 – present)

- Managed client intake, calls, payments, and tax/insurance documentation while automating workflows and analyzing data to optimize processes and improve client access.
- Processed insurance policy payments, logistics, and document translation/transcripts.
- Created digital/web content to modernize branding and enhance client/staff efficiency.

Supply Chain Management Intern – Global Market Import

Lima, Peru (11/2021 – 10/2022)

- Coordinated stock purchasing.
- Conducted market and cost analysis of imported goods versus competitors.
- Delivered data-driven insights via reports and presentations to guide organizational strategy and decision-making.

Production Assistant – WINCE Studio

Lima, Peru (08/2019 – 03/2020)

- Managed financial resources for audiovisual production.
- Requested, handled, and delivered production technical equipment.
- Coordinated with and paid every professional involved in the production.

Payroll Analyst – High Performance Management

Lima, Peru (04/2018 - 06/2019)

- Prepared and filed payrolls for various accounts.
- Implemented the payroll module in the ERP P&S system.
- Conducted simple personnel selection interviews.

Lift operator – Killington Ski Resort

Killington, VT (12/2016 - 03/2017)

- Operated chairlifts, including switching on and off.
- Supervised chairlift operability.
- Provided customers with orientation about routes and services at the resort.

EDUCATION

- Harper College – Palatine, IL

Associate in Applied Science in Web Design and Development (Aug 2023 - May 2025, expected)

- Peruvian University of Applied Sciences (UPC) - Peru

Degree in Management and International Business (Mar 2016 - Dec 2022)