

SKILLS

- Motivated and self-driven
- Good organization skills.
- Reliable and professional
- Efective team player
- Fast learner
- Good comunication skills

SOFTWARE

- MC Office
- Outlook/Gmail
- Back Office Software - Finnegans.

PERSONAL INFO

DATE AND PLACE OF BIRTH:
25-03-1989, Venezuela

CONTACT:
Buenos Aires, Argentina.
+54 11 2789 0589
dess642@gmail.com

EDUCATION

BACHELOR'S DEGREE IN MARKETING
JOSÉ ANTONIO PAÉZ UNIVERSITY
San Diego, Venezuela
Period: 2008-2013

HIGH SCHOOL DEGREE
U.E.I.E ALEJANDRO DE HUMBOLDT
Maturín, Venezuela
Period: 2002 - 2006
WUNDERLICH INTERMEDIATE SCHOOL
Houston, Texas-USA
Period: 2001-2002

DESIREE GONZALEZ

WORK EXPERIENCE

SALES ASSISTANT
LITORAL CITRUS S.A. (04.2021 - PRESENT)
BUENOS AIRES, ARGENTINA

- Assistance to the Sales Executive (stocks - sales reports - sales follow up).
- Customer service (via email and phone).
- Purchase Order reception, coordination and follow up of deliveries.
- Billing.
- Supports the manager in daily customer dealing, providing useful information.
- Translates information from customers from English to Spanish

ADMINISTRATIVE ASSISTANT
DOSATRADE CONSULTING SAS (04.2019 - 03.2020)
BUENOS AIRES, ARGENTINA

- Assistance to the Presidency.
- Reception and control of administrative documentation.
- Billing.
- Comunication with suppliers.
- Reception and sending of correspondence.
- Follow-up on purchases, inquired about satisfaction and suggested aditional items or services.

ADMINISTRATIVE CASHIER
MATBU SRL (04.2017 - 03.2019)
DON LORENZO BODEGÓN LOUNGE (06.2013-11.2016)
BUENOS AIRES, ARGENTINA

- Customer service (Personal and via phone)
- Billing
- Comunication with suppliers
- Stock control

STORE MANAGER/MARKETING
DON LORENZO BODEGÓN LOUNGE (06.2013-11.2016)
MATURIN,VENEZUELA

- Marketing and advertising.
- Inventory managment.
- Vendor negotiations.
- Payroll administration.
- Recruiting and hiring.