

CONTACT INFORMATION

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CABA, Argentina.

PERSONAL DETAILS

Venezuelan
Permanent Argentinian Residency
ID 95.657.049
Date of birth: February 06, 1996
Open to relocation

COMPUTING SKILLS

Google Docs

Excel

PowerPoint

Word

LANGUAGES

Spanish

English

Portuguese

Italian

Javier Ruiz Medina

Bachelor of Science - Languages

Experience in catalog creation, UX analysis, staff management, supervision and implementation of new processes and cultural principles in international companies. Communication, training and organization of processes and new tools. Language studies.

PROFESSIONAL EXPERIENCE

MERCADO LIBRE SRL (Since Feb. 2018)

Category & Catalog navigation assistant
In charge of teams with external staff.
Design and revision of the International Mercado Libre Catalog.
Domains and categories structure of the marketplace.
UX analysis.
Internal processes improvement and training.

VOOLKIA SOFTWARE & SERVICES (3 months)

Marketplace functional analyst
Mercado Libre catalog creation.

ONDA SHOP (1 year)

Office messenger
Administrative, legal and banking procedures.

ENGLISH COURSE (2 years)

English teacher
Private English lessons.

EDUCATION

BACHELOR OF SCIENCE

P.E.I. San Miguel. Maracay, Venezuela

BACHELOR OF ARTS IN MODERN LANGUAGES WITH MENTION IN BUSSINES

Arturo Michelena University. Valencia, Venezuela
5/10 approved semesters in English language degree studies: Phonetics, phonology, grammar, writing and business application.

WORDFAST

English Language Teaching Academy. Valencia, Venezuela
Introductory translation course using the Wordfast program.

I CONGRESS OF LANGUAGES AND CULTURES

Arturo Michelena University. Valencia, Venezuela
Congress in linguistic and cultural skills in a business context.

ADITIONAL SKILLS

- Public speaking and writing in English
- Coordination and planning
- Teamwork