

Jose Navarro V.



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EDUCATION

Oxford International School | 2020

High School Diploma of Science and Letters

Universidad Santa María La Antigua | Currently

Business Administration

WORK EXPERIENCE

Sales Agent/Ship Supplier

2021 / present | Freia Ship Supplier

Monitored 50 ships per week

50-100 Cold Calls per day

Excel experience

CRM experience

Customer service for clients from all around the world. Countries like Greece , Cyprus , Germany and Singapore.

Event Coordinator - Global Events

2021/ 2022 | Event Coordinator

Coordinated events for numerous companies , like Sanofi. Organized and supervised events, Problem solving. Organized transport , coffee breaks , schedules , etc.

In person customer service.

Experience in Hospitality

Real Estate Broker

2022/Present|Independent

Experience in Marketplace , Instagram and Encuentra24 ads.

Experience in customer service.

Experience in video editing.

Car Salesman

2022/Present|Independent

Experience in Marketplace , Instagram and Encuentra24 ads.

Experience in customer service.

Experience in video editing.

Experience in sales in the Panamanian and Costa Rican Car Sales Market.

Administrative Assitant

2018/2020 | Centennial Kids

Assisted the Administrative Manager with daily tasks.

Customer Service

Excel

ABOUT ME

Hello , I am a 4th year Business Administration student with 4+years of experience in business administration and in the saless management world.

I am a young and driven entrepreneur with a C2 Level in English and fluent in Spanish, my native language.

SKILLS

Business Development

Sales

Customer Service

C2 Level in English

Experience in CRM

Content Creation

Video editing

Instagram Ads

Proficient in Excel, Word and more.

Proficient in Canva

Identifying New Opportunities

Social Media Manager Experience

Expert in Social Media Ads and

Engagement

Marketing Experience

ATTRIBUTES



Business Planning



Customer Service



English and Spanish



Project Management



Problem Solving



Management



Sales



Business Administration



Digital Campaigns