



# Jorley Colmenares

BUSINESS ADMINISTRATOR  
COMMUNITY MANAGER

## APPLIED STUDIES

Jose Laurencio Silva National High School Tinaquillo edo. Cojedes  
Bachelor of Science- 2005

Arturo Michelena Valencia University edo. carabobo  
Major : Law (frozen) 4th year.

University Institute of Specialized Education  
San Cristóbal edo. Tachira  
Career: Business Administration, mention in human resources.  
Degree obtained: lic. Business Administration, human resources.  
2018

## COURSES AND CERTIFICATIONS

UC Valencia Foundation ed. Carabobo  
2005-2007  
Course: Advanced English.

Iberoamerican Business School San Cristóbal edo. tachira 2014  
Course: Service quality management and customer service.  
Course: Digital Marketing.  
San Cristobal, ed. Tachira 2016-2017.

Nanos Club San Cristóbal edo. tachira  
Course: Advanced Bartender.

Domestika Quito 2022  
Course: WORDPRESS

## WORK EXPERIENCE

### BRANCH MANAGER, COMMUNITY MANAGER.

#### Macchiato Café C.A 2016-2019

Tasks to be performed: customer service, inventory control, personnel supervision, supplier management, content creation for social networks, photo editing and creation of creative and interactive videos

### BARTENDER, COMMUNITY MANAGER.

#### Sargento Pimienta Café. 2018-2019

Tasks to be carried out: customer service, preparation of drinks, management of social networks, content creation, editing of live music videos for networks and reservations.

### STORE MANAGER.

#### Proteinpro y Proinn s.a 2019-2021

Tasks to be carried out: cash management, inventory control, supplier management, entry and control of invoices, deposits, customer service, personnel supervision, food handling.

### COMMUNITY MANAGER AND HUMAN RESOURCES.

#### Dankorp Group. JANUARY/21-DECEMBER/21

Tasks to be carried out: Management of social networks, design and promotion of the company, creation of videos and posts, creator of exclusive content.

## PERSONAL INFORMATION

Name: Jorleyn Patricia Colmenares

Date of birth: 05/23/1988

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Interoceanic.

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Telephone: 0962858588

Instagram: thenewjorck\_digital

## FREELANCING JOBS COMMUNITY MANAGER

SARGENTO PIMIENTA  
MACCHIATO CAFE  
LATITUDTRIPEC  
THENEWJORCK\_DIGITAL  
DIGITAL NOMADS  
CHORIGOL.  
KOALA  
MARIA MAGNOLIA  
DITECA  
HRB  
LA MONEDA  
BUNGALOW6  
CLINICA MINAYA  
ENSENEMOSESPANOL  
BELLE STETIC  
FAMIDOG  
BUSINESS2BUSINESS

## REDES SOCIALES

**Instagram**

@thenewjorck\_digital

**facebook**

Jorleyn Colmenares



@thenewjorck

## COMMUNITY MANAGER.

Koala Agency. JANUARY/22 MAY/22

Tasks to be carried out: social media management, monthly content creation, brand analysis, design, story creation and advertising campaigns.

## COMMUNITY MANAGER.

BUNGALOW 6.

Tasks to be carried out: social media management, monthly content creation, design.

## COMMUNITY MANAGER.

CLINICAL DENTAL MINAYA

Tasks to be carried out: social media management, monthly content creation, design, advertising campaigns.

## SKILLS AND KNOWLEDGE

- Experience in customer service.
- Excellent communication with the staff in charge.
- Management of social networks.
- Photography and network design.
- Strategies in social networks.
- Content creator.
- Design.
- Wordpress.
- Copywriter.
- Proactive.
- Responsible and punctual.
- Branding and visual identity
- Knowledge of problem solving.
- Good handling of work under pressure.
- Fluency in advanced and conversational English.
- Knowledge of cooking, cocktails and barista.