



**PORTAFOLIO**

# **CHRISTIANS GARCIA**

**COMMUNITY MANAGER | VIRTUAL ASSISTANT | SOCIAL MEDIA MANAGER**

## Sobre mi

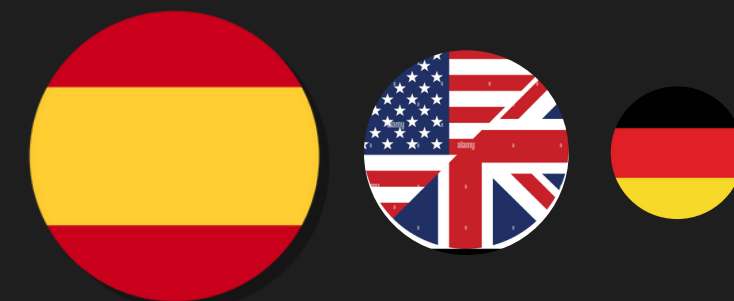
Mi nombre Christians Garcia, tengo 22 años. Soy estudiante de Idiomas modernos mencion empresarial, apunto de finalizar la carrera, community manager & Asistente virtual con experiencia trabajando de forma remota en el area de marketing digital, gestion de redes sociales y procesamiento de datos.



## About me

My name Christians Garcia, I am 22 years old. I am a student of Modern Languages with major in business, about to finish my degree, community manager & Virtual Assistant with experience working remotely in the area of digital marketing, social media management and data processing.

### Idiomas | languages



# Educacion | Education

01

## UNIVERSIDAD ARTURO MICHELENA

Licenciatura en Idiomas Modernos  
mencion empresarial

2020- Presente

01

## ARTURO MICHELENA UNIVERSITY

Degree Modern Languages with major  
in business

2020- Present

03

## UNIVERSIDAD JOSE ANTONOIO PAEZ

Diplomatura en Community manager &  
Marketing digital

2022

02

## JOSE ANTONOIO PAEZ UNIVERSITY

Diploma in Community manager &  
Digital marketing

2022

# Educacion | Education

01

## GOOGLE ACTIVATE

CURSO DE FUNDAMENTOS DEL MARKETING DIGITAL | FUNDAMENTALS OF DIGITAL MARKETING COURSE

02

## CONEXTADOS ACADEMY

TALLER DE ORATORIA | PUBLIC SPEAKING WORKSHOP

03

## GOOGLE ACTIVATE

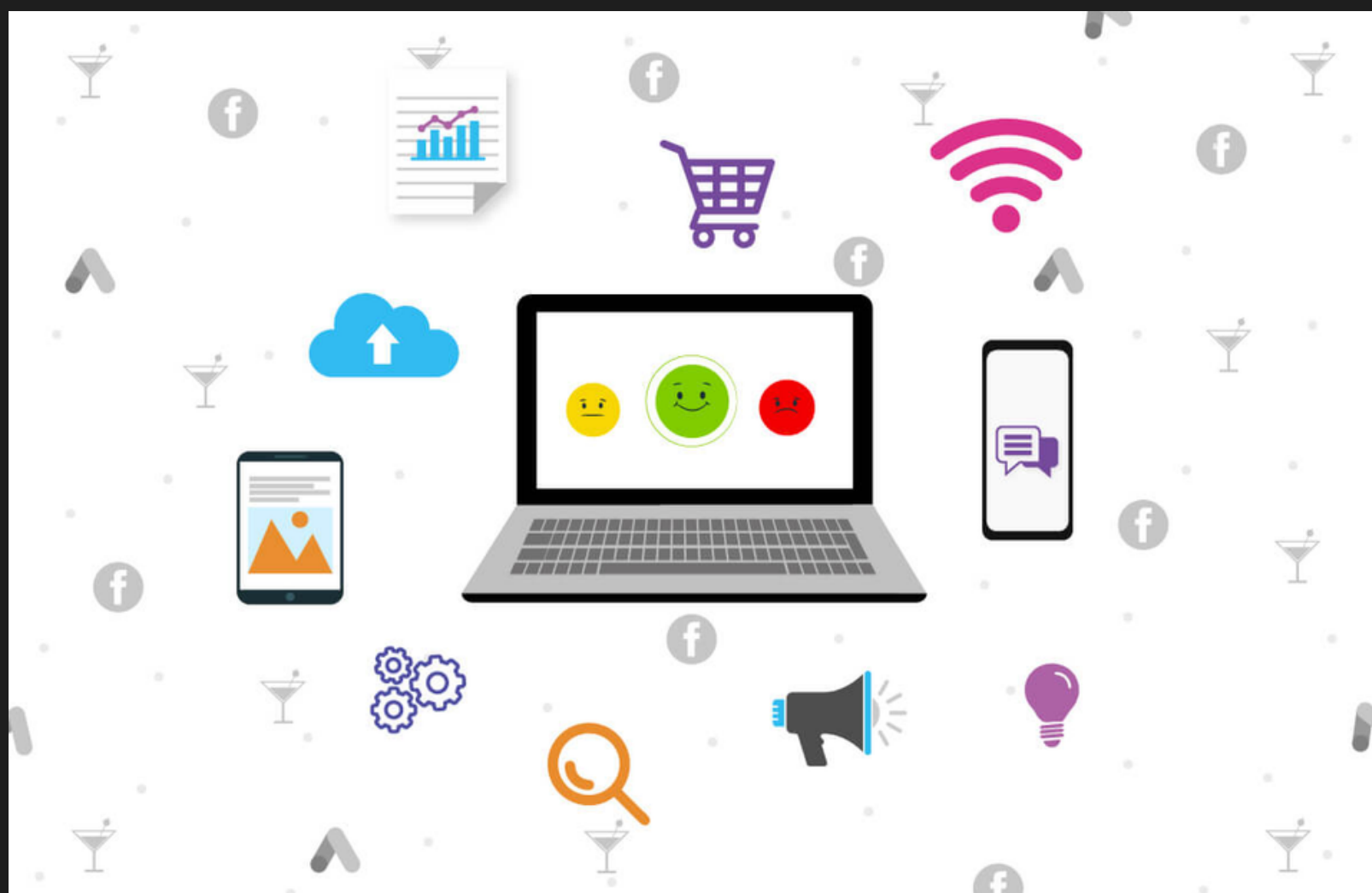
CURSO DE COMERCIO ELECTRONICO | E-COMMERCE COURSE

04

## CONEXTADOS ACADEMY

REDACCION PARA REDES SOCIALES | WRITING FOR SOCIAL NETWORKS/MEDIA

# EXPERIENCIA | EXPERIENCE



01

## CONTENT MANAGER | COMMUNITY MANAGER

DRAMS GENCY - 2022-2023

- EVALUACION DE MARCAS
- PLANIFICACIONES DE CONTENIDO
- ASISTENCIA ADMINISTRATIVA
- ATENCION AL CLIENTE
- SUPERVISION DE EQUIPO
- SOCIAL MEDIA MANAGER DE MARCAS

- BRAND EVALUATION
- CONTENT PLANS
- ADMINISTRATIVE ASSISTANCE
- CUSTOMER SERVICE
- TEAM SUPERVISION
- SOCIAL MEDIA BRAND MANAGER

# Habilidades | Skills

## GESTION DE RRSS SOCIAL MEDIA MANAGER



GESTION | MANAGEMENT  
PLANIFICACION | PLANNING  
EVALUACION | EVALUTATION  
CONTENIDO | CONTENT  
ANALISIS | ANALYSIS

## REDACCION COPYWRITING



ENTRADA DE DATOS | DATA ENTRY  
CORREOS ELECTRONICOS | EMAILS  
ARTICULOS | ARTICLES  
BLOG | BLOG  
TRANSCRIPCION | TRANSCRIPTION  
LECTURA | READING

## ASISTENCIA VIRTUAL VIRTUAL ASSISTANT



COORDI. DE EQUIPOS | TEAM  
COORDINATION  
AGENDAS | SCHUDELES  
TAREAS ADMINISTRATIVAS |  
ADMINISTRATIVE TASKS  
ATENCION DE CLIENTES |  
CUSTOMERS SERVICES  
DISENO DE CONTENIDO |  
CONTENT DESIGN



# HERRAMIENTAS I WORK TOOLS



# REFERENCIAS | REFERENCES

**DIANA  
VILLARROEL**

**TEAM LEAD  
REMOTASKS LATAM**

**Dianavillarroel24@gmail.com**

**JAISBEL  
NOVOA**

**CEO & FOUNDER  
DREAMS GENCY**

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**SOFIA  
ALVARADO**

**GRAFIC DISEGNER  
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# CONTACTO | CONTANT

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Valencia, Venezuela



**GRACIAS POR TOMARME EN CUENTA**

SI ESTAS INTERESADO EN MIS SERVICIOS. NO DUDES EN CONTACTARME

**THANK YOU FOR TAKING ME INTO ACCOUNT**

IF YOU ARE INTERESTED IN MY SERVICES. DO NOT HESITATE TO CONTACT ME

*Christians Garcia*