



ABOUT ME

I'm a forward, outgoing individual with a strong character and a broad curiosity for learning. I thrive in my workplace with an unbreakable problem-solving attitude. Always ready for a challenge.

HUMAN SKILLS

- Strong problem-solving Skills
- Communication skills
- Leadership skills
- Work ethic and self motivation
- Flexibility and adaptability
- Interpersonal skills
- Conflict management
- Teamwork

HARD SKILLS

- Computer literacy
- Marketing skills
- Design skills

FLUENT FOREIGN LANGUAGES

- Spanish
- English
- French

CONTACT

📞 2664162535

✉️ julieta.nazarena.gelves@gmail.com

Julieta

GARIS GELVES

REMOTE DIGITAL WORKER

EXPERIENCE

REMOTE TEAM MANAGEMENT, TRANSLATOR, INTERPRETER AND DESIGNER

Michigan Academy (International)
2020 - Present

- Effective coaching for new students and team members.
- Managing sales team outcomes in three languages
- Designing thumbnails, book covers, banners, front-end resources and social media content.

RECEPTIONIST, INTERPRETER

Loki Party Hostel (Cusco, Peru)
2018

- Managing in-person check-in/check-out using the official hotel app.
- Answering calls from clients.
- Organizing tours for clients by working with my team.
- Giving full hotel tours to volunteers and clients
- Registering over-night visitors for in-house parties.

ONE-ON-ONE MUSIC TEACHER

Argentina
2015-2017

- Introducing music culture and basic knowledge to kids aged seven and up.
- Teaching basic to intermediate guitar, bass and piano.
- Teaching basic to advanced drumming.

ACADEMICS

HIGH SCHOOL (SAN LUIS, ARGENTINA)

EPDA
2016-2017

MIDDLE SCHOOL (MONTREAL, QUEBEC)

Pierre-Brosseau Secondaire
2010 - 2012

ELEMENTARY SCHOOL (DALLAS, TEXAS)

Lee Britain Elementary
2007-2009