

RESUME

Jorge Antonio Ordoñez Miranda

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- PROFESSIONAL PROFILE:

Bachelor in Business Management from the Business School of the University of Lima, proactive, dynamic, honest, responsible, with the desire to continue expanding my knowledge day by day, experience in the administrative area in the public sector, on the other hand, I also have experience in a private entity in the education sector, experience in simplified import and online sales through various platforms. With over 10 years of experience in the fitness industry, I've dedicated myself to mastering technique, biomechanics, nutrition and motivation. My approach goes beyond physical training because lasting results come when the mind and body grow together. I'm passionate about helping others unlock their full potential and take their performance to the next level.

- PERSONAL INFORMATION.-

Birth Date: 29-01-1992
Age: 33 years
Nationality: Peruvian
DNI: 71951698
License: Q71951698
Marital Status: Single

- ACADEMIC TRAINING:

2010-2012 SENATI.-

- Automotive Mechanic
- Technical English
- Total Quality
- Technical Drawing
- Improvement of work method
- Total Quality tools
- Safety and health at work

2014-2 – 2020- 1 Universidad de Lima.-

- Business Management
- Upper third

I.S.T Paul Müller.-

- Microsoft Office(Advance)
 - Word
 - Power Point
 - Excel
- Real State Agent Specialization

ICPNA.-

- Advance English

- WORK EXPERIENCE-

2012-2013 Julio – Diciembre

Honda Autos SAC

- Spare parts inventory management
- Occupational health and safety
- Work ethics
- Reorganization of work areas

2017-2019 Junio – Julio

I.S.T Paul Müller: Administrative Assistant of the Academic Coordination Area .

- Ensure the normal development of academic activities
- Evaluate the academic performance of the student population
- Check the availability of classrooms, laboratories
- Ensure the correct process of remedial/postponed exams and courses in charge so that students can be promoted to the next academic semester
- Participate in meetings scheduled by the academic management
- Verify the proper use of the institution's facilities and equipment
- Participate in the preparation of teachers' schedules
- Participate in the preparation of annual seminars and conferences
- Supervise compliance with the schedules by teachers of the various careers (administration, accounting, international business and computing).

- Keep control of the internal and external practices carried out by the students, issuing a report to the academic management every two months.

2020 – 2021 Enero – Junio

- Sale of cell phone accessories online
- Sale of vintage audio equipment online

2021 Octubre – Diciembre

SUNASS OCI

- Hiring of the temporary service for the organization, referencing, and archiving of work papers, of the institutional control body of the SUNASS

2022 – 2023 Marzo – Febrero

MINISTERIO DE LA PRODUCCION

- Support service for the evaluation of coercive files and issuance of coercive resolutions that promote the processing of the coercive procedure in accordance with what is established by the user area.

2023 – 2024 Octubre - Noviembre

Century 21

- Real Estate Agent specialized in the purchase, sale and rental of residential and commercial real estate properties

2024 Noviembre – Actualidad

Carlo.pe

- Automotive Advisor specialized in the purchase, sale and auctions of commercial cars

- **TITLES:**

- **Advanced Program of English del Instituto Peruano Norteamericano (ICPNA).**
- **Advanced Bodybuilding & Fitness Trainer Specialist de la IFBB.**
- **Automotive Mechanic**
- **Real State Agent**

- **CONFERENCES:**

The best of Marketing 2017. The new Trends in Marketing Management: Innovation, Technology and Design of Value Propositions.

- **Chatbots: Interacting with machines.**
- **Customer Experience: New focus.**
- **Brand Z: Measuring the value of brands.**
- **Success stories in digital innovation and CRM in Services Marketing .**
- **Business ethics in Peru**
- **Credit risk**

- **WORKSHOPS:**

- **Simplified and definitive Workshop**
- **Marketing Digital Workshop**

- **COURSE:**

- **State Contracting and Acquisitions**

- **SKILLS:**

Empathic, responsible, proactive, innovative

- **REFERENCES:**

- Héctor Meza Rojas: Magister in
Accounting
Phone Number: 944333075

- Carmen Rodríguez Rueda: General Manager Cuarzo
Travel
Phone Number: 994024959