

BIANCA JUNG



CONTACT

☎ (+54) 2944 628278

✉ jungbianca522@gmail.com

📍 San Carlos de Bariloche,
Argentina

ABOUT ME

Date of birth: 11/12/1999

Active driver's license

European Union Passport

HARD SKILLS

Social Media Management

Office Suite

Data Analysis

Graphic Design

Translation and Interpretation

Teaching and Tutoring

SOFT SKILLS

Teamwork

Clear Communication

Organization

Adaptability and Flexibility

PROFILE

I am an enthusiastic person, always seeking new experiences, responsible, and skilled in customer service.

WORK EXPERIENCE

Runner and Waitress - Seasonal Support.

Gino Café, San Carlos de Bariloche, Argentina.

Ongoing

- Provided customer service as a runner and waitress, managing orders for indoor and outdoor tables.
- Maintained cleanliness and organization in the outdoor seating area.
- Handled cash register operations, order-taking, and command preparation.
- Restocked the fridge and other display areas.
- Baked croissants and prepared food platters for display.
- Prepared coffee for takeaway and in-house consumption.

Reference Contact: Florencia +54 9 2944 572094

Yoga Instructor and Team Support Collaborator.

Boa Onda Guesthouse, Portugal.

May - October 2024

- Led weekly Hatha yoga classes, focused on stretching and strengthening after surf sessions.
- Established close and effective communication with guests, encouraging a welcoming and trustworthy environment.
- Managed and organized common areas of the guesthouse, ensuring a clean, functional, and enjoyable space for everyone.

Reference Contact: Carmen +351 910 445 589

Rental Assistant and Customer Service Representative

OX Expeditions, Guatemala

(Volunteering) February - March 2024

- Greeted customers and provided personalized advice on the necessary equipment for trekking in volcanic areas, ensuring it was suitable and tailored to their needs.
- Prepared and distributed essential gear, ensuring customers were fully equipped for their adventure.
- Supervised the return of equipment after expeditions, performing thorough cleaning and reorganizing to ensure its optimal condition for future users.

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EDUCATION

- **English for yoga**

Yoga Instructor and Meditation Guide in English (2023), Buenos Aires.

- **Ser Interior Institute**

Certified Yoga Instructor, Yoga Alliance Accredited (2023), 200hrs.

- **University of Buenos Aires**

Radiology Technician (2019 - 2022)
Internship completed at Dr. Enrique Tornú General Acute Hospital, Buenos Aires.

LANGUAGES

English - Fluent (C1) in speaking and writing.

Spanish - Native, Fluent.

Italian - Intermediate comprehension, basic oral expression.

WORK EXPERIENCE

Office Receptionist

Plaza Azurduy, Buenos Aires, Argentina.

May - November 2023

- Responsible for greeting visitors and clients at various company offices.
- Managed calls, emails, and inquiries from visitors and company staff.
- Handled orders and service provider coordination for the building.
- Assisted with administrative tasks, including completing spreadsheets and monthly documentation.

Reference Contact: Carla Barletta +5491158344696

Recepcionist and Activity Host

(Volunteering) December 2022 - February 2023

Puerto Dreams Hostel, Puerto Escondido, Mexico.

- Responsible for welcoming guests, checking them in and out, and providing necessary information about the hostel and the surrounding area.
- Managed reservations via email and phone calls, assisting guests with any inquiries or concerns to enhance their stay.
- Led weekly activities with the team to create a friendly, family-like atmosphere for guests, encouraging easy integration and socialization.

Reference Contact: Elisabeth +34615721889

Administrative Employee - Healthcare Sector

Instituto de Salud Argentina

April 2021 - April 2022

- Managed the entry and update of medical reports on health insurance platforms, ensuring accuracy and compliance with deadlines during the COVID-19 pandemic.
- Conducted detailed audits of medical services provided by the company, verifying compliance with the standards and requirements set by insurers.
- Maintained effective communication with various departments to ensure consistency in documentation and information flow.
- Contributed to the smooth operation of the administrative system in a high-demand, constantly changing environment.

Reference Contact: Daniela +54911 6922 9615