



GIMENA MARIEL MORALES

Solid experience in customer service. I stand out for my responsibility, empathy, and interpersonal skills. I adapt quickly to new challenges and work environments.

PERSONAL INFORMATION

Born: 28/01/1994
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Trelew, Chubut. Arg.



SKILLS

- Customer service and good appearance
- Honesty and trustworthiness
- Very good computer skill
- Empathy
- Confidence and decisiveness
- Responsibility
- Design elements (Canva, Picsart, Pixlr)
- Teamwork



EXPERIENCE

2025 RECEPTION AND SECRETARY

2024 Ophthalmology Office, Trelew | Aug 2024 - Now

- Manage surgical appointments and medical schedules
- Work with PAMI and private health insurance systems
- Oversea inventory, supply ordering, and cash handling

2024 RECEPTION AND SECRETARY

2021 Medical Care Center, Pto Madryn | May 2021 - Jul 2024

- Patients reception for diverse medical specialties (in person and via phone/Whatsapp)
- Schedule appointments with up to 16 professionals from different specialties
- Social care system authorizations, through different platforms
- Completion of medical forms
- Problem solving and handling of inconveniences/conflictive situations in real time with patients, doctors and social cares entities

2020 DANCE TEACHER AND OWNER

2018 Flashmob Dance School, Trelew

- Teaching classes up to 45 teenage students
- Handle of school's general organization.
- Social network (Facebook, Youtube and Instagram profiles)
- Itinerary organization of trips and accommodation for dancers to competitions in different provinces

2017 RECEPTION AND TOUR GUIDE

Punta Delgada Lighthouse | Jan 2017

- Welcoming, leading and escorting national and international tourists to the elephant seal reserve. (Individuals and groups)

2016 RECEPTION AND BOOKING INTERN

2015 Hotel Libertador, Trelew | Aug 2015 - Jul 2016

- In charge of handling the reservations and accommodation of guests.
- Social network (Facebook, Twitter and Instagram)
- Website design using a self-management platform. (Turisapps) In spanish and english.
<https://hotellibertador.com.ar/>