



# JORGE CORTEZ


## LIC. ADMINISTRACIÓN DE EMPRESAS


### PERFIL

Apasionado por la administración y el marketing. Busco una plaza donde combinar mis habilidades de administrador en un entorno cercano a negocio y clientes.

### CONTACTO

 jorgecortez468@gmail.com

 +54 9 11 2842 7350

 José Hernandez 2730, Belgrano, CABA

### IDIOMAS

- Español - Nativo
- Inglés - Intermedio

### HOBBIES

- Apasionado por la tecnología
- Fotografía de paisaje
- Running
- Gym

## EXPERIENCIA LABORAL

### Asistente Logística

**Pasantía/ Part-time en MOOVA**  
**Ciudad Autónoma Buenos Aires 2019**

Gestión de los pedidos de la plataforma, control y monitoreo de los mismos. Optimizar la distribución de los pedidos.

- Aumenté la calidad general del servicio, pude ser parte de la disminución del 3% mensual de las devoluciones sobre los pedidos entregados.
- Mantuve una calificación de comentarios positivos de los clientes internos y externo de la empresa.

### Operador atención al cliente

**Full-time en GESTORANDO**  
**Ciudad Autónoma Buenos Aires 2023 - actualidad**

Confección y gestión de planes de pago para alta de monotributo en AFIP, modificaciones de datos, y bajas en AFIP, certificaciones de servicio, brindar atención y respuesta personalizada a clientes internos.

## HISTORIAL ACADÉMICO

### Tecnicatura en Administración de Empresas

- 2015 – 2017, Instituto Técnico San Ignacio de Loyola (ISIL) Perú.

### Licenciatura en Administración de Empresas

- 2018 – 2023, Universidad Argentina de la Empresa (UADE) Buenos Aires, Argentina.

### Licenciatura en Gestión de Tecnología de la Información

- 2024 - cursando, Universidad Argentina de la Empresa (UADE) Buenos Aires, Argentina.

## CERTIFICADOS

### English Future Learn Online

- 2020 King's College London  
Basic English 1: Elementary  
Basic English 2: Pre-Intermediate  
Introduction To Business Management

- 2020 Macquarie University  
Improve IELTS Speaking Score

### Microsoft Office

- 2019 Certificado de nivel básico en Excel, Word, Power Point.



### CONSTANCIA DE TÍTULO EN TRÁMITE

CERTIFICO que el señor/a CORTEZ OQUENDO, JORGE ANTONIO, DNI 116526622, ha completado los estudios de LICENCIADO EN ADMINISTRACIÓN DE EMPRESAS, perteneciente a la FACULTAD DE CIENCIAS ECONÓMICAS de esta Universidad, el día 24 de agosto de 2023, quedando supeditada la certificación de su título de LICENCIADO EN ADMINISTRACIÓN DE EMPRESAS, a la verificación final que efectúe la Universidad y la Dirección Nacional de Gestión y fiscalización Universitaria del MINISTERIO DE EDUCACIÓN en oportunidad en que se remita la documentación correspondiente.

A pedido del interesado, y al solo efecto de ser presentado ante QUIEN CORRESPONDA, se extiende el presente en Buenos Aires, a los 30 días del mes de octubre de 2023.

Atentamente, **Fundación UADE**



  
Lic. MARIANO JAVIER PINGITORE  
Diplomas y Títulos  
Servicios para la Enseñanza  
Universidad Argentina de la Empresa

Lima 775 | C1073AAO | Ciudad Autónoma de Buenos Aires  
Tels: 0800-122-8233 | +54 9 11 5892-1783



## Certificate of Achievement

# Jorge Antonio Cortez Oquendo

has completed the following course:

**BASIC ENGLISH 1: ELEMENTARY**  
KING'S COLLEGE LONDON

This course helped you develop your use of English in a range of everyday situations and built your confidence by improving your listening skills. You've heard people talking in a number of different situations and have had an opportunity to review the language through a series of quizzes.

4 weeks, 4 hours per week



**Moia Rowsome**  
Instructional Designer  
King's College London



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit [futurelearn.com/proof-of-learning/certificate-of-achievement](https://futurelearn.com/proof-of-learning/certificate-of-achievement).

This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from King's College London.



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#### **STUDY REQUIREMENT**

4 weeks, 4 hours per week

#### **LEARNING OUTCOMES**

- Identify language used in everyday situations, such as studying, communicating with classmates, and talking about work
- Develop confidence in key language items useful in a range of different scenarios
- Apply language skills for everyday conversations
- Demonstrate understanding of relevant language that can help the learner progress along the path to studying at a university

#### **SYLLABUS**

- Language to introduce yourself
- Describing how you are feeling
- Asking simple questions
- Talking about your friends and family, and describing their personalities
- Talking about work and jobs
- Saying what you do and don't like
- Talking about your hobbies



## Certificate of Achievement

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has completed the following course:

**BASIC ENGLISH 2: PRE-INTERMEDIATE**  
KING'S COLLEGE LONDON

This online course helped you to demonstrate understanding of language that can help you progress along the path to studying at a university.

4 weeks, 4 hours per week



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Instructional Designer  
King's College London



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This online course helped you to demonstrate understanding of language that can help you progress along the path to studying at a university.

#### **STUDY REQUIREMENT**

4 weeks, 4 hours per week

#### **LEARNING OUTCOMES**

- Identify language associated with everyday situations, such as studying, shopping, and talking about time and schedules
- Develop confidence in key language items useful in a range of different scenarios
- Apply language skills for everyday conversations
- Demonstrate understanding of relevant language that can help the learner progress along the path to studying at a university

#### **SYLLABUS**

- Asking for directions
- Describing your town and where you live
- Talking about your daily routine and activities
- Talking about technology
- Language for shopping and other daily tasks
- Language for preparing for University



## Certificate of Achievement

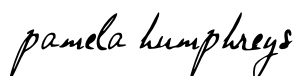
# Jorge Antonio Cortez Oquendo

has completed the following course:

**IMPROVE YOUR IELTS SPEAKING SCORE**  
**MACQUARIE UNIVERSITY**

This course works through examples of good and great responses to each of the speaking tasks in the IELTS, and unpacks them with you so that test takers can understand how to achieve their desired score.

2 weeks, 3 hours per week



**Dr. Pamela Humphreys**  
Director, Macquarie University English Language Centre  
Macquarie University



**MACQUARIE**  
**University**  
SYDNEY · AUSTRALIA

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#### **STUDY REQUIREMENT**

2 weeks, 3 hours per week

#### **LEARNING OUTCOMES**

- Understand how the examiner will assess your responses
- Identify the difference between good and great responses
- Develop strategies & techniques to improve your Fluency, Vocabulary, Grammar & Pronunciation
- Feel more confident and better prepared to achieve your desired IELTS Speaking score

#### **SYLLABUS**

- Language you need for each part of the test
- How you will be assessed
- Speaking more clearly
- Improving your fluency
- Enhancing your vocabulary
- Using better grammar
- Practicing with peers





## Certificate of Achievement

# Jorge Antonio Cortez Oquendo

has completed the following course:

**INTRODUCTION TO BUSINESS MANAGEMENT**  
**KING'S COLLEGE LONDON**

This online course explored how to manage people, money and information, and how to develop your own management and leadership style.

4 weeks, 4 hours per week



**Sonny Peart**

Module Leader for Business Management, King's Foundations  
King's College London



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## Jorge Antonio Cortez Oquendo

has completed the following course:

### **INTRODUCTION TO BUSINESS MANAGEMENT** **KING'S COLLEGE LONDON**

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This course introduced foundational business concepts, tools and terminology whilst exploring four key aspects of business management: managing money, managing people, managing information, and - most importantly – managing and understanding yourself. Throughout the course, participants were encouraged to reflect on their own management and leadership style and consider the concepts of success, sustainability, and social responsibility.

#### **STUDY REQUIREMENT**

4 weeks, 4 hours per week

#### **LEARNING OUTCOMES**

- Apply a range of business concepts, tools and terminology to common business situations
- Explain the importance of business management for you and your community
- Identify your own skills, interests and ideas, and how you can continue to develop them
- Explore opportunities and challenges of working with others: including collaboration, listening to others, feedback, negotiation
- Explain the important aspects of a business idea to potential customers and investors
- Reflect on what you've learnt and how you will apply this now

#### **SYLLABUS**

- Managing yourself: introduction to management and leadership styles.
- Managing money and key financial concepts, including the implications of various sources of finance and the relative importance of cash flow and profit.
- Managing people, stakeholder management and professional communication.

- Managing Information: different information types and key information management issues.
- The roles businesses play in the lives of people and communities, and social responsibility.
- Aspects of growth and the effects of success.