



## ACADEMIC BACKGROUND

Universidad Bicentenario de Aragua.

- **Bachelor of Social Communication**
- **Specialization in Advertising and Public Relations**
- **Diploma in Pedagogical Training for Non-Teaching Professionals**

## SKILLS

- Excellent Time Management
- Organization
- Conversational English (B2 level)
- Strong Sense of Responsibility
- Teamwork
- Immediate Availability
- Willingness to Travel
- Microsoft Office Suite
- Airtable, META, Trello, PIPEDRIVE, Zami, Notion

## REFERENCE

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# LORENA MERCEDES VIELMA TABLANTE

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## WORK EXPERIENCE

### Copywriter / Community Manager.

Midocommerce.

- Digital Platform Updates
- Scheduled Publication Agenda
- ADS Programming
- Event Article Writing (National and International)
- Collaborations with Influencers
- Photo Session Scheduling

### Real Estate Advisor

Más Inmuebles

- Commercial Property Consulting
- Client Contact and Follow-ups
- Data Entry, Opening, and Closing in PIPEDRIVE System
- Support to Marketing Department (Audiovisual Material)
- Content Creation for Social Media
- Market Research
- Training of New Staff

### Community Manager.

JMU Sellos Mecánicos

- Content Creation
- Creation and Writing of Copy for Instagram
- Development of Monthly Content Grid
- Customer Service
- Monthly Review of Platform Performance
- Photography and Graphic Design

### Web Journalist.

El periodiquito

- Digital Platform Updates
- Scheduled Publication Agenda
- Interviews
- Event Article Writing (National and International)