

PEDRO RODULFO

Musician & Instructor | Business Administration Technician

ID: V-23.860954 - 2425568

Address: Manga, Crra 22, Calle 27, Cartagena, Colombia

Phone: +57 (301) 453 2399

Email: rodulfojp@gmail.com

Date of Birth: June 29, 1994

PERSONAL & PROFESSIONAL OBJECTIVES

To conduct myself correctly, maintaining a pleasant work environment, striving to give my best every day for the benefit of all and the company.

My mission is to offer quality service without forgetting the human component; always willing to provide help, knowledge, and collaboration to those who need it, with tolerance, self-improvement, and goal-setting that makes me proud of who I am and what I accomplish.

My vision is to achieve recognition within the company where I provide my services, demonstrating leadership while always upholding basic principles such as honesty, fairness, and respect.

ACADEMIC BACKGROUND

Business Administration - University of Zulia (LUZ)

Bachelor's Degree in Business Management and Development

Choral Conducting - José Antonio Abreu Music School

High School Diploma in Science - Liceo Raúl Cuenca

COURSES & CERTIFICATIONS

STCW 1.21 - Personal Safety and Social Responsibilities

STCW 1.19 - Personal Survival Techniques

STCW 1.20 - Fire Prevention and Firefighting

STCW 1.13 - Elementary First Aid

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SKILLS

Teamwork, Leadership, Staff Management, Construction and Remodeling,
First Aid, Barista & Coffee Knowledge, English,
Guitar, Singing, Piano, Chess, Martial Arts, Programming

WORK EXPERIENCE

CAFÉ CARNAVAL 472 - Administrator & Barista (2024 - Present)

Responsible for coffee tastings, establishment management, customer service, barista activities, and bar operations.

ARTESANÍAS L.S.P. S.A.S. - Sales Advisor (2025 - Present, 6+ months)

Sales advisor of Colombian products such as coffee and handicrafts for visiting tourists.

HOTEL BOUTIQUE CASA ROMÁN - Night Administrator (2024)

Handled full reception duties and hotel management during nighttime hours.

ARTISANAL GROUP S.A.S. - Sales Advisor (2023 - 2024, 1+ year)

Sales of various products and services, primarily to foreign tourists.

SANFEL INVERSIONES S.A.S. - Administrator (2022 - 2023)

Managed legal compliance, staff performance, events, quotations, and improvements in service quality.

SANFEL INVERSIONES S.A.S. - Receptionist (2021 - 2022)

Customer service, handling reservation platforms like ZAK, Booking, Airbnb, and Hostelworld.

BELONGE HOSTEL - Receptionist (2019 - 2020, 1+ year)

Managed reservations, customer service, and coordination with management for new projects.

MI PRIMERA ESTACIÓN INSTITUTE - Music Teacher (2018 - 2020, 2+ years)

Created educational content and taught students in vocal technique and singing development.

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PROFESSIONAL KNOWLEDGE

Experience in staff management, customer service, inventory control, use of electronic billing and reservation platforms, business administration, and barista knowledge.

REFERENCES

Diego Román - Administrator

Phone: (301) 447.9903 | Email: hotelroman@gmail.com

Aura Vélez Duncan - Graphic Design & 3D Animation

Phone: (314) 870.8876 | Email: aunimationduncan@gmail.com

Jorge Elías Moisés - Administrator

Phone: (316) 311.5527 | Email: artisanalgroup@gmail.com