



ROCÍO BELÉN RUIZ (26)

☎ +54 9 11-6008-5670

✉ rocioruiz1602@gmail.com

📍 CABA, Buenos Aires. Argentina.

About Me

Professional with experience in remote work in administration, customer service, and graphic design. Advanced proficiency in digital tools. Skilled in project management, negotiation, customer service, and leadership in both digital and in-person environments.

Education

Ezeiza's University School

Degree in Tourism
2020 - 2022 (Not finished)

San Luis Gonzaga School

Bachelor of Social Communication
2011 - 2016

Languages

- English
- Spanish
- Portuguese
- Italian

Other Data

- Aeronautical School – AAA Cabin Crew. 2018.
- AACI (Argentine Association of English Culture) – Senior 6 (2016) – First Certificate (2017).

Experience

Enterprising

2022 – Present

Alquimia Vibra

- Created and managed brands, including visual identity design, logos, and digital content.
- Customer service and effective communication in digital environments.
- Led logistics, advertising, website creation, and AI-based interaction strategies.
- Developed negotiation, project management, and decision-making skills.

Flight attendant

2021 – 2023

Jetsmart Airlines. SA

- Two years of experience at Jetsmart, performing security, protocol, and discipline tasks in aviation.
- Developed leadership, problem-solving, and decision-making skills in high-pressure situations.
- Teamwork following procedures and safety protocols in flight operations.

Manager

2019– 2020

Lottery and Rapipago.

- Responsible for cash management and transactions at Rapipago and lottery services.
- Developed speed, efficiency, and proactivity in high-volume work environments.
- Managed financial transactions and organized administrative processes.

Receptionist

2018 – 2019

Hotel Suites 42 (Playa del Carmen)

- Experience as a hotel receptionist in Mexico and Brazil, managing reservation systems and check-in/out processes.
- Multilingual customer service in Spanish, English, Portuguese, and Italian.
- Teamwork and creation of an efficient communication environment with clients and colleagues.

Skills

- Administration and organization of tasks and projects.
- Customer service and problem-solving.
- Graphic design and digital content editing.
- Negotiation and decision-making in digital business environments.
- Effective communication in multiple languages.
- Proficiency in digital tools: Excel, Word, Canva, CapCut, Lightroom, Notion, Trello, Tienda Nube, AI tools, Google Suite.