



PERSONAL DETAILS

- Address: O'Higgins 1810 CABA Argentina
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- Phone: +54 9 1141980866
- Date of Birth: August 11, 2001

HIGHLIGHTS

- Teamwork
- Software Development
- Fluid dialogue
- Leadership
- Customer service

PERSONAL STATEMENT

I aim to be part of a team where I can apply my skills to contribute effectively to the workplace while continuing to develop my abilities. I seek to meet the goals set both by myself and by my employer.

ACEVEDO GUADALUPE

WORK EXPERIENCE

GYM HAKKYO - MARTIAL ARTS Y FITNESS

Receptionist / Administrative Assistant

Employment Date: Since March 2024

- Provided customer service in person and over the phone, offering information about services, schedules, and prices.
- Managed schedules and bookings for classes and personal trainers using an appointment management system.
- Handled payments, collections, and end-of-day cash closing.
- Coordinated events and promotions within the gym, ensuring effective communication with clients.
- Assisted with administrative tasks such as file management, document preparation, and email correspondence.
- Collaborated with the sales team to promote memberships and additional services.

LA KITCHEN - PATISSERIE AND SPECIALTY COFFEE SHOP

Waitress and Cashier

Employment Date: November 2023 - February 2024

- Delivered exceptional customer service by taking orders accurately and handling transactions efficiently and securely.
- Maintained a clean and welcoming environment for customers through teamwork on cleaning and organizing tasks.
- Resolved problems and customer complaints effectively, ensuring satisfaction and building positive relationships.
- Worked in close coordination with waitstaff and kitchen team to ensure smooth service and high-quality dining experiences.

URBAN MONITORING CENTER / IMAGE ANALYSIS AND EXTRACTION

Image Analyst (Visualizer)

Employment Date: September 2021 - November 2023

- Performed the role of image analyst for a 6-month period alongside police personnel.
- Contributed to image analysis and extraction efforts, supporting urban safety and monitoring.
- Participated in the review and analysis of complex video recordings.
- Used specialized tools for video visualization and image enhancement, ensuring clarity and precision in identifying relevant details.
- Maintained high standards of confidentiality and precision in managing visual evidence and associated documentation.
- Collaborated with police personnel to analyze specific video footage for investigative purposes.

EDUCATION

High School Diploma - Instituto Virgen del Valle

Title: High School Graduate in Computer Science

- Foreign Language: Advanced level of English and strong language handling skills.
- Additional Studies: 2 years of secondary school completed at Instituto San Francisco de Asís with a focus on Visual and Auditory Arts.