

# BIANCA JUNG



## CONTACT

📞 (+54) 2944 628278

✉️ jungbianca522@gmail.com

📍 San Carlos de Bariloche,  
Argentina

## ABOUT ME

Date of birth: 11/12/1999

Active driver's license

European Union Passport

## HARD SKILLS

Social Media Management

Office Suite

Data Analysis

Graphic Design

Translation and Interpretation

Teaching and Tutoring

## SOFT SKILLS

Teamwork

Clear Communication

Organization

Adaptability and Flexibility

## PROFILE

I am an enthusiastic person, always seeking new experiences, responsible, and skilled in customer service.

## WORK EXPERIENCE

### Runner and Waitress - Seasonal Support.

Gino Café, San Carlos de Bariloche, Argentina.

Ongoing

- Provided customer service as a runner and waitress, managing orders for indoor and outdoor tables.
- Maintained cleanliness and organization in the outdoor seating area.
- Handled cash register operations, order-taking, and command preparation.
- Restocked the fridge and other display areas.
- Baked croissants and prepared food platters for display.
- Prepared coffee for takeaway and in-house consumption.

Reference Contact: Florencia +54 9 2944 572094

### Yoga Instructor and Team Support Collaborator.

Boa Onda Guesthouse, Portugal.

May - October 2024

- Led weekly Hatha yoga classes, focused on stretching and strengthening after surf sessions.
- Established close and effective communication with guests, encouraging a welcoming and trustworthy environment.
- Managed and organized common areas of the guesthouse, ensuring a clean, functional, and enjoyable space for everyone.

Reference Contact: Carmen +351 910 445 589

### Rental Assistant and Customer Service Representative

OX Expeditions, Guatemala

(Volunteering) February - March 2024

- Greeted customers and provided personalized advice on the necessary equipment for trekking in volcanic areas, ensuring it was suitable and tailored to their needs.
- Prepared and distributed essential gear, ensuring customers were fully equipped for their adventure.
- Supervised the return of equipment after expeditions, performing thorough cleaning and reorganizing to ensure its optimal condition for future users.

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## EDUCATION

- **English for yoga**

Yoga Instructor and Meditation Guide in English (2023), Buenos Aires.

- **Ser Interior Institute**

Certified Yoga Instructor, Yoga Alliance Accredited (2023), 200hrs.

- **University of Buenos Aires**

Radiology Technician (2019 - 2022)  
Internship completed at Dr. Enrique Tornú General Acute Hospital, Buenos Aires.

## LANGUAGES

**English** - Fluent (C1) in speaking and writing.

**Spanish** - Native, Fluent.

**Italian** - Intermediate comprehension, basic oral expression.

## WORK EXPERIENCE

### Office Receptionist

Plaza Azurduy, Buenos Aires, Argentina.

May - November 2023

- Responsible for greeting visitors and clients at various company offices.
- Managed calls, emails, and inquiries from visitors and company staff.
- Handled orders and service provider coordination for the building.
- Assisted with administrative tasks, including completing spreadsheets and monthly documentation.

Reference Contact: Carla Barletta +5491158344696

### Recepcionist and Activity Host

(Volunteering) December 2022 - February 2023

Puerto Dreams Hostel, Puerto Escondido, Mexico.

- Responsible for welcoming guests, checking them in and out, and providing necessary information about the hostel and the surrounding area.
- Managed reservations via email and phone calls, assisting guests with any inquiries or concerns to enhance their stay.
- Led weekly activities with the team to create a friendly, family-like atmosphere for guests, encouraging easy integration and socialization.

Reference Contact: Elisabeth +34615721889

### Administrative Employee - Healthcare Sector

April 2021 - April 2022

Instituto de Salud Argentina

- Managed the entry and update of medical reports on health insurance platforms, ensuring accuracy and compliance with deadlines during the COVID-19 pandemic.
- Conducted detailed audits of medical services provided by the company, verifying compliance with the standards and requirements set by insurers.
- Maintained effective communication with various departments to ensure consistency in documentation and information flow.
- Contributed to the smooth operation of the administrative system in a high-demand, constantly changing environment.

Reference Contact: Daniela +54911 6922 9615