

IRINA GOMEZ

immediate and full-time availability

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Buenos Aires, Argentina

1154886267



PROFESSIONAL PROFILE

I have experience in customer service, administrative tasks, and commercial advising, gained in sectors such as pet stores, retail shops, and automotive dealerships. I'm a team player who enjoys providing friendly and efficient service, always striving to find solutions. I am known for being responsible, adaptable, communicative, and a fast learner. I have advanced English skills and a strong desire to continue growing professionally. I bring commitment and a positive attitude to every new challenge, and I would love the opportunity to contribute my best to your team.

WORK EXPERIENCE

CASHIER - Pet Shop | September 2024 - July 2025

- Performing administrative tasks such as organizing invoices and assisting with inventory
- Responding to customer inquiries and providing detailed information about products, pet care guidelines, pricing, and current promotions
- Operation of POS system and processing payments through traditional and digital methods

CUSTOMER SERVICE - Retail Store | February 2024 - August 2024

- Assisting customers by providing information on store layout, product availability, pricing, and general inquiries, similar to front desk support
- Receiving merchandise and organizing shelves
- Product labeling and packaging and verifying quantity and condition of products

SALES ADVISOR - Automotive Dealership | October 2023 - January 2024

- Welcomed and assisted clients, providing information about vehicles, payment plans, and available promotions
- Maintained communication with clients to follow up on quotations and personalized financing options
- Provided front-desk-style support with a strong focus on customer satisfaction and service quality

EDUCATION & CERTIFICATIONS

English Language Strengthening Course | March 2025 - June 2025

Universidad Nacional de Lanús

Advanced English (spoken and written) | 2018 - 2025

Collins Institute

High School Diploma in Social Sciences | Graduated 2022

EES N°20 "Guillermo Almirante Brown"

Certified Barista | March 2024 - June 2024

UTHGRA

TECHNICAL & SOFT SKILLS

- Proficient in Microsoft Office (Excel, Word, PowerPoint) and social media platforms
- Skilled in payment processing (POS systems, QR codes, virtual and physical cards)
- Basic knowledge of E-commerce and Marketing
- Basic administrative skills: invoice handling, stock assistance, data entry
- Front-desk experience: greeting clients, handling inquiries, guiding and directing customers
- Excellent interpersonal and communication skills; adaptable, proactive, and quick to learn