

# Ana Gabrys

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## Experience



### Sales Marketing Coordinator

La Mochila Cowork

May 2021 - Feb 2022 (10 months)

Among the functions that I performed as Marketing and Sales Coordinator are the following:

Marketing and sales

management.Social media

management.

Management, planning, and assistance of events.

Administrative support.

Customer Support.



### Administrative Assistant

La Mochila Cowork

Nov 2020 - Apr 2021 (6 months)

Collaborate with the general manager in the administrative functions of the company and at the sametime assist clients, contributing to the administrative and operational processes of the company.

General functions:

Preparation of the logistics part of the events.

Customer support through social networks (Facebook, Instagram, WhatsApp).Provide support to the administrative area in purchases and supervision.

Social media

management.Email

management.



### **Administrative Assistant**

Hard Rock Hotel & Casino Punta Cana

Feb 2015 - Jan 2017 (2 years)

Among the main functions for which I was responsible I can mention the following:

Writing reports in Excel and Word.

Creation of PowerPoint presentations.

Make quotes for national and international purchases. Inventory management,

Assist management in the recruitment and selection process. Email management.

Document and file management.

Agent management, and other functions, arose on a day-to-day basis.



### **Recepcionist**

Ministerio de Turismo de República Dominicana

Mar 2014 - Jun 2014 (4 months)

Professional training of three months, in which I made telephone assistance to clients, and documentation management.

Also in this internship, I worked in the areas of reception and customer service.

## **Education**



### **Universidad Católica Santo Domingo**

Bachelor's degree in tourism business administration, Business Administration, Management and Operations.

### **Rambla Institute Barcelona**

Auxiliary Human Resources management.

## **Skills**

Sales Processes • Customer Support • Data Entry • Problem Solving • Recruiting • Marketing Strategy • Social Media • Telephone Reception • administrative support • recruitment and selection.