

Juan Guillermo Reina

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PROFILE

Results oriented individual with a strong sense of customer satisfaction and a sharp attention to detail. My previous experience lends itself to be able to effectively perform a broad range of tasks and has taught me to develop a proactive attitude towards accomplishing my goals.

PROFESSIONAL EXPERIENCE

Lofts at Tatum LLC, Residential Property Manager 2017 – present | Miami, FL

- Managed day-to-day operations for 22-unit property with 50+ occupants.
- Solicited and analyzed bids for repairs, renovation and general maintenance.
- Answered calls and responded to inquiries from various parties, using strong active listening and open-ended questioning skills to resolve problems.
- Remained aware of all construction and maintenance projects and notified appropriate individuals of project updates, delays and schedule changes.
- Executed leases with new and returning tenants, collecting all pertinent information including background investigations and credit checks.

Dr. Smood, Assistant Manager 2015 – 2017 | Miami, FL

- Produced monthly sales and performance reports, supporting operational planning and strategic decision making.
- Directed and led employees, supervising activities to drive productivity and efficiency.
- Collaborated with store manager to develop strategies for achieving sales and profit goals.
- Organized schedules, workflows and shift coverage to meet expected business demands.
- Enhanced sales by implementing merchandising and promotional improvements.

Tara Ink, Marketing Intern 2014 – 2015 | Miami, FL

- Wrote internal memoranda for company employees.
- Assisted with the planning and execution of private, company and client events.
- Built and maintained corporate image, brand and identity.
- Established and deepened partnerships with different groups and businesses to enhance marketing effectiveness and strengthen funding streams.

EDUCATION

4Geeks Academy, Full Stack Web Developer 06/2019 – 10/2019 | Miami, FL

Florida International University, Bachelors Degree in Hospitality & Management 08/2010 – 06/2015 | Miami, FL

SKILLS

Proficient in Microsoft Office	Problem resolution
Team management	Excellent customer service
Ability to work in dynamic environments	Attention to detail
Javascript, HTML, MySQL	

PROJECTS

Shrewd Food, Web App to make home cooking and grocery shopping efficient and affordable 2019

The front end of this project is built on ReactJS with elements of bootstrap. We also used Balsamiq in order to create a preliminary wireframe of the layout. The back end is built by using Python Flask, MySQL for the data base, and Insomnia API to fetch. Lastly the project was managed using user stories and Kanban boards.