

VANESA

NESTARES

PROFILE

Responsible and resolute person, flexible with high communication, coordination, and organization skills.

Committed and enthusiastic person

US Driving License & SSN

CONTACT

PHONE:
305-322-3491

Address:
E Country Club Dr, Aventura FL
EMAIL:
vnsamaniego@gmail.com

LANGUAGES

English – Intermediate written
English – Basic Spoken
Spanish -

HOBBIES

Sports
Fashion
Photography

SKILLS

CUSTOMER SERVICES

CUSTOMER MANAGEMENT

INTERNAL SALES

COORDINATION

I.T

EDUCATION

Catholic School Escuelas Pias

1996

High School Degree

HR Trade School – La Laboral

2000

Administration and Accounting

Accounting and HR Academy Mecarapid

2008

Postgraduate Degree in Accounting and HR

WORK EXPERIENCE

Administrative management at Sport Club Alcala (Madrid)

(2018-2021)

Academy Management (Timetable, coaches, students), Logistics and Club Purchasing management, new customers and memberships, customer problem solver.

Coordination and Administrative Management at MMA (Madrid Tennis Masters 1000)

(2014-2018)

Customer service, management of members and annual sales, in-store logistics material manager. Development of new memberships and existing ones, payment collection management, customer problem solver.

Marketing Administration, Heracles Sport Center

(2012-2014)

Analyzed and evaluated potential market opportunities, grew the company social media presence, organized and managed multiple promotional activities.

Legal Assistant at Law Firm Fdez. Ilarraza S.L

(2000-2012)

Agenda: Customer and meeting Coordination, consultancy, and customer service. Accounting and billing Mailing management and documentation control Legal documents/contracts

Fashion Clothing and Jewelry Store Spaghetti

(1998-2000)

Purchasing Manager at fashion clothing and Personal Shopper and Image Consultant

