



ALBA BENAVIDES

Civil Architect

C.I.V. Number: 305265
National ID Number: V-24.300.929

CONTACT DATA

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77.

LANGUAGES

SPANISH. (Latinamerica)

Native Language. C2

ENGLISH. (Northamerica)

Bilingual Professional. C2

German. (Hochsprache)

Basic. A2

CERTIFICATES

Visual Merchandising

LM International Institute.
April, 2011.

AutoCAD Drafter 2D.

Ceforcomp, C.A. June, 2011.

Goethe-Zertifikat A2.

Goethe Institute e.V. July, 2011.

Decorative, Constructor and Wood line.

Venezolana de Pinturas C.A.
September, 2013.

Losacero Installation.

Lamigal C.A. September, 2013.

Construction Assistant.

Training center for construction.
December, 2013.

Intensive Workshop on Oratory and Advanced Speech.

DIMETEL C.A. University of Carabobo. October, 2019.

WORK EXPERIENCE

REAL ESTATE AGENT. Independent.

Marz 2018 – Present day.

- Real estate assessment and publication.
- Basic use of Social Media (Facebook and Instagram)
- Telephone service and face-to-face customer service.

GENERAL ASSISTANT. Cardioimagenes INCOR C.A.

January 2017 – February 2018

- Mediate between the shareholders of the company and the technical and labor personnel.
- Construction supervision and audit. (Installation of enclosures and medical equipment).
- Weekly report about responsibilities of the position.
- Administrative work: telephone collection, organization of correlative income and expenses, Price research of supplies and construction materials.

ACADEMIC TRAINING

I.U.P. SANTIAGO MARIÑO. Valencia Extension.

Degree in (Civil) Architecture / 2011-2017/
Valencia

TRAINING CENTER FOR CONSTRUCTION.

Construction Assistant. / November, 2013 /
Valencia

WASHINGTON ENGLISH COLLEGE.

Bilingual Professional / November, 2013 / Valencia

E.U. LA ESPERANZA HIGHSCHOOL

Bachelor in Science / 2007- 2011/ Valencia

SKILLS

Sales.

E-commerce through Mercado Libre and other e-commerce websites.

Product Photography.

Basic knowledge of lighting, color psychology and composition.

Photography Edition.

Photoshop and mobile Apps.

MS Office.

Word, Excel, Power Point and Picture Manager.

Flyer Design.

For printing and web advertising.

Social Media Management.

Content Creation, copywriting, basic S.E.O, post schedule and program.

Customer Service.

Face to face and online through websites and Social Media.

Multimedia Content Translation.

Creation of Hardcoded Subtitles.

Computer Aided Technical Drafting.

Blueprints drafting, Instructions Manual, design sketch, 3D model, topography, sewing pattern.

Creative illustration.

Handmade and digital artistic drawing, with vectors (Adobe Illustrator) or rasterized (Adobe Photoshop).

SALARY EXPECTATION

> 300

Monthly

OTHER BENEFITS

Homeoffice with Own PC.

Willingness to work from home.

Vehicle.

To go to the office if required.

Disposition to contribute with ideas.

I like to actively participate in business meetings.

Problem resolution.

Good at negotiating and difficult situations in terms of respect and fairness.

SPECIALIZED SOFTWARE

AUTOCAD. Dominance in 2D AND 3D.

Autodesk Homestyler. Interior Design Tool.

Sketchup + Vray. 3D modeling and rendering

Adobe Photoshop. Photo edition.

Adobe Illustrator.

Various Android Mobile Apps

for Graphic Design, Photo Edition, Simple Video Making, Preset schedule of content in social media, and others.

SCOLARSHIP

“German for Teenagers” In Frankfurt am Main, Germany. 20 days of intensive course. January 2010.