

Samantha Morales CV

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Address: Tallaght, Dublin, Ireland

I am seeking a Full-time or contract role in Ireland, I currently live in Dublin.

My BSc in International Business plus my working experience gives me many transferrable skills so I can accommodate a wide range of job roles, either full-time or contract.

I am originally from Mexico but have been living, studying, and working in Dublin for the past 3 years. I am fluent in Spanish and English and have a stamp 4 visa

(with full-time working permit).

Employment

Bilingual Customer Service Experience

Guinness Storehouse

- Entered daily ticket sales transaction information into the computer system
- Process admission vouchers and combination tour tickets
- Provided customer service to storehouse visitors.
- Ensuring that visitors have a positive and enjoyable experience at the storehouse

Customer Service Assistant (with Spanish)

Erintech Ltd (2021 to 2022)

- Handled customer's calls
 - Translation for a Spanish client
 - Sent invoices to clients of the completed hours for the services provided
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- Handled customer's calls
 - Translation for a Spanish client
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- Timesheets: filled in and recorded the hours that a department needed to complete a project
- Initialising contact with potential clients in Latin America.

Buyer (Supply Chain Management)

Servicomunicaciones ingenieria y construccion (Guadalajara, Mexico) 2017 to 2020

- Control and inventory material of construction and electronics
- Negotiations with internal customers and suppliers
- Purchase process and payment arrangements
- Purchase time reduction
- Supplier comparisons
- Work cross functionally with other teams
- Follow up with customers and suppliers

Education

General English, October 2019 – 2021

Seda College, Dublin

Intensive English Course 2016

Rockford University (Illinois, USA)

International Business BSc Degree 2013 - 2017

Zacatecas University

Skills

- Fluent Spanish and English
- Excellent Team work
- work well under pressure,
- Quick decision-making
- Persuasive Speaking
- Detail orientated.