**Valeria Ortiz**

Phone: 089 4280168

Date of Birth: 27/02/1982

E-mail: valeriaonline@gmail.com

**OBJECTIVE:** I would like to find a permanent full-time/part-time position, which would allow me to use my talents.

I also hope to learn new skills to gain valuable experience working here.

**QUALIFICATIONS**

* Advance level of English
* Spanish Mother tongue
* Good knowledge of Microsoft Office, Internet and Outlook
* Avid, Adobe Premiere and movie maker
* Illustrator and Photoshop
* Basic Adobe Dreamweaver
* Flexible, loyal and hard-working
* Full, clean driving license

**EDUCATION**

2008 **Master’s Degree in Journalism.** University of Viña Del Mar. Chile.

2004 **4 years - Degree in Social Communication.** University of Nacional de Misiones. Argentina.

**EMPLOYMENT**

February 2015 **Nanny live out**, Ireland

* Caring for 2 children, 3 and 6 years old.
* Preparing small meals and dinner.
* Dressing the children.
* Playing with the children.
* Helping them with the homework.
* Bringing to their activities.

August 2014

February 2015 **Nanny live in**, Ireland ( reference 861722820 Nail Dunphy)

* Caring for 2 girls, 3 and 5 years old.
* Preparing small meals
* Dressing the children.
* Playing with the children.
* Helping them with the homework.
* Bringing to their activities

June 2013-

March 2014 **Manager and Administrator**, Restaurant Santa María Del Mar. Chile.

* Greeting customers.
* Managing staff and the restaurant.
* In charge of payments, cash flow and invoices.
* Marketing and publicity tasks.

May 2010 -

March 2013 **Academic Director and Communications Coordinator.** Tronwell Plaza Norte.Chile.

* Programming courses and assigning teachers.
* Solving problems submitted by reception or sales executive.
* Guidance and control of educational activities.
* Communication within the organization: publishing in intranet and murals, external communication and production and publication of reports.
* Using the system “Tax exemption Sence”.

December 2008 -

January 2011 **Writer, Editor and Publisher “the book of Mariano Fontecilla”,** Deputie’s Chamber. Chile.

* Coordinating and working with the printing house regarding the design, content and adjustment of the book.
* Writing articles and notes for magazines.
* Investigation, interviews and drafting of texts.
* Writing the biography of the Chilean diplomatic Mariano Fontecilla De Santiago Concha. Published in January 2011.

2008 - 2011 **Nanny.** Chile.

* Caring for four children, between 1 and 6 years old.
* Feeding the baby a combination of bottled milk and solids and helping them to eat.
* Changed nappies, bathing and dressing the children.
* Playing with the children.
* Helping them with the homework.

December 2007 -

March 2008 **Communications Officer. Journalist of the Maritime Governor in Valparaiso.** Directemar. Chile.

* In charge of dissemination activities, organization of press points and sending conflicts to the main office.

1992 – 2006 **Special needs** **Nanny.** Chile.

* Caring of a disabled children. Since she was born until she was 15 years old.
* Changing nappies, bathing and dressing the children.
* Feeding the baby a combination of bottled milk and solids, after preparing the meals and helping her to eat.
* Making slight changes in the child’s environment, providing developmentally appropriate activities and helping with the homework.