

<div>Jeremy Saballos</div> <div>Web developer, admin assistant and digital marketing specialist.</div> <div><div><div><div></div></div><div>Managua, Nicaragua</div></div><div><div><div></div></div><div>+505 8632-2805</div></div><div><div><div></div></div><div>jeremy.saballos@icloud.com</div></div><div><div><div></div></div><div>https://jb-freelancing.lat</div></div></div>		
Summary	Hands-on experience in streamlining office operations and providing efficient administrative support, enabling smooth business functions. My skills in web development allow me to create and maintain user-friendly websites, ensuring they are both functional and visually appealing. I am passionate about using technology and creativity to solve problems and deliver results that enhance business growth.	
Experience	<div><div>Run on Fayer</div><div>Web Developer</div><div>2024 - Present</div><div>On-Site</div></div> <div>This is a part-time job I was given the opportunity to be in. They are a startup company wanting to gain visibility in the cargo industry. My main task is to work on the front-end using tools such as:</div> <div><div><div><div></div></div><div>HTML</div></div><div><div><div></div></div><div>CSS</div></div><div><div><div></div></div><div>JS</div></div><div><div><div></div></div><div>Bootstrap</div></div><div><div><div></div></div><div>Git</div></div></div> <div>I am also in charge of making their website fully responsive to all devices.</div>	
	<div><div>Agency VA</div><div>Admin Assistant</div><div>2023 - Present</div><div>Remote</div></div> <div>I work along the agency Account Managers, helping them deliver documents to insureds via email and making endorsements to their policies through carriers websites.</div> <div>Tool I Use:</div> <div><div><div><div></div></div><div>Veruna (Main AMS built on Salesforce)</div></div><div><div><div></div></div><div>MS Suite (Exchange, Excel, Teams and Word)</div></div></div>	
	<div><div>Concentrix</div><div>VVOIP and Business Applications Product Specialist</div><div>On-Site</div></div> <div>A B2B and B2C UCaaS company where I served as main POC for Technical and Non-Technical users, helped them troubleshoot issues related to their software and setup domains from scratch.</div> <div>Tools I Used:</div> <div><div><div><div></div></div><div>Oracle (Main ticketing system)</div></div><div><div><div></div></div><div>Company's Unified Communication Software such as: Intermedia Unite, and Intermedia AnyMeeting.</div></div><div><div><div></div></div><div>Exchange</div></div><div><div><div></div></div><div>Excel</div></div></div>	
Education	<div><div>UNI - RUSB</div><div>Sys Engineering</div></div>	
	<div><div>Udemy</div><div>SEO, Social Media and Digital Marketing</div></div>	
	<div><div>Hubspot Academy</div><div>Digital Marketing</div></div>	
	<div><div>Udemy</div><div>Full Stack Web Developer</div></div>	
Skills	<div><div>Time Management</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	
	<div><div>Attention to Detail</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	
	<div><div>Scheduling</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	
	<div><div>Microsoft Office Suite</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	
	<div><div>Google Workspace (Docs, Sheets, Drive)</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	
	<div><div>Adaptability</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	
Languages	<div><div>Spanish</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	
	<div><div>English</div><div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div></div>	