

# ISABEL VICTORIA ALMONTE VELOZ

## CONTACT



[www.isabel-almonte.com](http://www.isabel-almonte.com)

## TOOLS

- **Editing Software**
- **AI Tools**
- **Photo and Video Editing**
- **Social Media Management**
- **Microsoft Office Suite**

## LANGUAGES

- **Spanish** (Native)
- **English** (Fluent)
- **Italian** (Intermediate)

## PROFILE

Knowledge in Hispanic linguistics, ability to work with all types of audiences and diverse cultures. High creative performance, capable of handling multiple tasks simultaneously. Professional appearance. Work experience and knowledge in design, digital marketing, management of digital platforms, consumer trend research, strategy development, and content creation for a variety of businesses on social media. Interdisciplinary training in public affairs and press. Excellent organizational skills and ability to provide direction to business leaders. Quick to learn policies and protocols.

## WORK EXPERIENCE

### GENERAL MANAGER – PEDRO R. ALMONTE SRL (2023–PRESENT)

- Supervise staff and ensure efficient task distribution and performance.
- Manage day-to-day operations and coordinate internal processes.
- Maintain strong client relationships and ensure compliance with corporate regulations.

### FREELANCER (2020–PRESENT)

- Contract drafting and review
- Other legal and creative consulting work

### COMMUNICATIONS & SOCIAL MEDIA ASSISTANT – CEPROSH (09/2024 – 11/2024, VOLUNTEER WORK)

Puerto Plata, Dominican Republic

- Planned and created content targeted at individuals diagnosed with HIV+
- Provided creative planning and editorial support
- Managed social media and attended to client needs

### CONTENT ASSOCIATE SPECIALIST – THRYV (09/2022 – 08/2023)

Santo Domingo, Dominican Republic

- Created and scheduled content for a wide variety of businesses across the USA

### PRESS AND PUBLIC AFFAIRS ASSISTANT – GOVERNOR'S OFFICE, LA FORTALEZA (SUMMER 2019)

San Juan, Puerto Rico

- Drafted speeches, monitored press coverage
- Developed strategic communication plans

### EXECUTIVE ADMINISTRATIVE ASSISTANT – PR CONCRA, ROSAURA LOPEZ FONTANEZ (01/2019 – 12/2019)

San Juan, Puerto Rico

- Managed and maintained calendars
- Kept records and files organized
- Coordinated meetings and travel arrangements
- Drafted documents, among other tasks.

### LEGAL TECHNICIAN – MUNICIPALITY OF SAN JUAN (12/2017 – 06/2018)

San Juan, Puerto Rico

- Provided legal guidance
- Attended to the needs of victims of domestic violence

## EDUCATION

### JURIS DOCTOR

Interamerican University of Puerto Rico

### B.A. IN INTERDISCIPLINARY STUDIES

University of Puerto Rico, Río Piedras

### HUMANITIES EXCHANGE PROGRAM

University of Salamanca, Spain