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manueljosechaves.com

Manuel Chaves

With extensive experience in the artistic sector, Manuel combines communication with business knowledge. Thanks to his participation in the formation and management of cultural companies, he has developed leadership and teamwork skills to achieve important goals under the pressure of deadlines.

Tools

Excel
Word
Power Point
Adobe PDF
Keynote
Canva
SQL
Google
Business

Skills

Communication
Leadership
Problem- solving
Attention to detail
Analytical thinking
Team work
Time management
Marketing

Languages

Spanish native
English Fluent
French Bilingual Proficiency

Education

2019-2021

Business
Academy of Entrepreneurs
Sydney, Australia

2000-2003

Theater
Sorbonne Nouvelle University
Paris, Francia

1994-1996

Theater STUDIO XXI
Acting formation
Bogotá, Colombia

Work Experience

2019-2021

Assistant Manager / Key holder

- Delivering exceptional customer service.
- Staying up-to-date with detailed knowledge on new and existing products.
- Overseeing retail inventory.
- Achieving store financial targets and implementing new or existing loss prevention procedures.
- Supervising, and developing new staff members.
- Working with the leadership team to deliver marketing strategies.

Health Squad, Sydney, Australia

2013 -2017

Artistic Producer

- Producing theatre and events
- National tour management
- Developing partnerships
- Coordinating and facilitating the work of the design, marketing and production teams
- Hiring of artists and production teams
- Developing and managing production budgets
- Providing administrative support to the Director.
- Writing and submitting final reports

Self employed, Bogotá, Colombia

2010 -2015

Artistic leader

- Represent the associates.
- Contract negotiations with users.
- Welfare program budget Management.
- Decision-making.

www.actores.org.co

Actores S.C.G, Bogotá, Colombia