



# JULIANA MILLÁN

## VIRTUAL ASSISTANT

### PROFILE

I provide tailored virtual assistant services to meet your needs, specializing in project management and social media strategies. Let's elevate your projects together!

### EDUCATION

#### Industrial Designer

Universidad ICESI  
2003 - 2009

#### Master degree in Content Management

Universidad Austral  
2016 - 2018

### EXPERTISE

Project Management

Team Lead

Digital Marketing

Graphic Design

### LANGUAGE

Spanish

English

### WORK EXPERIENCE

2018 - 2023

CLUBCAMPING | Buenos Aires, Argentina

#### Executive Director & Partner

At Clubcamping, an internationally acclaimed 2D animation studio, I served as a partner and Executive Director. In this role, I led production teams, maintained direct communication with clients, and oversaw project processes for international clients. I'm passionate about delivering high-quality creative work and ensuring client satisfaction every step of the way.

2015 - 2018

LE CUBE | Buenos Aires, Argentina

#### Head of Production

At Lecube, an international mixed media studio with a global presence, I spearheaded project management for three years. From production design to final delivery, I led teams of up to 50 creative team members through the entire process. I handled budget management, client and vendor communication, and internal and external expectations for each short film we produced. My commitment to excellence ensured the successful completion of each project and the satisfaction of our clients and collaborators.

### TOOLS

Dropbox / Drive

Teamgantt

Manychat

Canva

Zoom / Meet

Slack / Trello / Asana / Monday

Mailchimp / Systeme.io

ChatGPT / BARD

Google Workspace

Capcut / Premiere

### LET'S TALK!

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