

Patricia Papiermeister

patriciapapiermeister@live.co.uk | (+54) 11-3884-7380 | [LinkedIn](#) | [patriciapapiermeister.com](#)

SUMMARY OF QUALIFICATIONS

Bilingual professional with 15+ years of remote experience in digital marketing, client support, and project coordination. Skilled in SEO, paid advertising (Google and Meta Ads), and analytics, with strong expertise in WordPress and content creation.

KEY SKILLS

CRM: Salesforce | HubSpot | Zoho CRM

Marketing Tools: Mailchimp | Brevo | Canva | AI Content Tools (ChatGPT, Claude, Gemini, etc.)

Remote Collaboration: Zoom | Google Meet | Slack | TeamViewer

Digital Marketing: SEO | Google Ads | Meta Ads | Google Analytics | AI Marketing Strategy

Web and Platforms: WordPress | Shopify | Website Management | Website Hosting

Business and Clients: Account Management | Customer Support | Client Communication

Productivity: Google Workspace (Docs, Sheets, Calendar, Meet) | Microsoft Office | Keynote

SELECTED ACHIEVEMENTS

- Built and scaled digital projects generating 65K+ downloads and a 30K+ strong online community.
- Supported international clients in account coordination, lead generation, and onboarding workflows.
- Built and managed end-to-end WordPress projects and sales funnels, from landing pages and paid ads through to automation and conversion tracking.

PROFESSIONAL EXPERIENCE

Digital Marketing & Sales Funnel Specialist (Freelance)

US-based Client | 11/2025 – 12/2025 | Fully Remote Work

- Built and managed a complete GoHighLevel marketing funnel, including Facebook page setup, Meta and Google Ads (creatives and copy), lead capture pages, automation, and tracking.

Accounts Coordinator Manager

Prestige Media | 12/2020 – 03/2026 | Fully Remote Work

- Managed multiple client accounts, overseeing reporting, contracts, and onboarding of reseller clients.
- Coordinated communication with banks and intermediaries to ensure smooth financial processes.
- Tracked and maintained business assets, improving efficiency of account operations.

English Language Teacher

British Council- Plan Ceibal | 03/2016 – 12/2020 | Fully Remote Work

- Delivered online English classes to students in Uruguay, adapting lessons to digital platforms.
- Collaborated with classroom teachers to align teaching strategies and improve learning outcomes.

Primary School English Teacher

Galileo Galilei Bilingual School | 03/2015 – 02/2021 | Buenos Aires, Argentina

- Developed English curriculum and assessments for multiple grade levels.
- Integrated multimedia and technology to enhance student engagement and performance.

Teacher, Placement Counselor, Web Designer and Community Manager

Mini Bilinguals | 12/2013 – 12/2021 | *Buenos Aires, Argentina*

- Tutored children (ages 2 to 14) in English language learning.
- Designed websites, created digital content, and managed marketing initiatives to grow brand presence.

Sales, Customer Care and Web Design

International System Group – AlexaSoftware | 06/2014 – 02/2015 | *Fully Remote Work*

- Conducted cold calls and managed sales pipelines for a laundry management software.
- Built and maintained CRM and Salesforce databases to track leads and opportunities.
- Designed and translated the company website and blog into English to expand international reach.

Membership Manager, Interpreter and Sales

GRAPA (Global Revenue Assurance Association) | 05/2010 - 08/2013 | *Fully Remote Work*

- Managed member relations across the Americas, supported training sales, and provided translation and interpretation services.

Bilingual Customer Service Representative

Just Energy, Texas, USA | 12/2005 - 01/2007 | *Buenos Aires, Argentina*

- Provided bilingual English and Spanish inbound support handling service disconnection cases.
- Managed customer relationships, resolved inquiries about energy plans, and coordinated solutions to restore service efficiently.
- Logged and tracked customer interactions using an internal CRM system.

English-Only Customer Support Representative

Dell Technologies inc, USA | 12/2004 - 04/2005 | *Buenos Aires, Argentina*

- Handled inbound technical support calls from US-based customers as part of Dell's English-only call center in Buenos Aires.
- Guided non-technical customers through step-by-step hardware and software diagnostics and repairs by phone.
- Delivered clear and professional communication in English under high-volume call center conditions.

FORMAL EDUCATION

Teacher's Training Program (2015-2019) — *Lenguas Vivas*

English Interpreter Program (2003-2005) — *Salvador University*

TKT (Teaching Knowledge Test) Certification — *Cambridge University, 2009*

CELTA Certification — *Cambridge University, 2019*

PROFESSIONAL DEVELOPMENT

Luzzi Digital (April 2026): [AI applied in digital marketing](#): AI applied across content creation, SEO/SEM, prompt engineering, visual content, and video production.

Coderhouse (2025) : [SEO Certification](#), [Canva Design Certificate](#), [Social Media Strategy & Advertising \(Google + Meta Ads\)](#), [Introduction to AI](#), [Advanced online advertising](#).

Google (2025) : [Google Ads Search Certification](#), [Google Ads Display Certification](#), [Google Analytics Certification](#)