

JULIETH CELIS

Short-Form Video Editor | Social Media Manager | Appointment Setter

Location: Caracas, Venezuela (remote, UTC-4) | **Phone/WhatsApp:** +58 424-1799325

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SUMMARY

Short-form video editor and social media manager specializing in Instagram Reels and TikToks for healthcare, beauty, food and sports businesses in Venezuela and the United States. End-to-end content: ideas, scripts, filming, editing, publishing and community replies. Prior experience in sales, customer service and appointment setting.

WORK EXPERIENCE

Video Editor & Social Media Manager | Freelance

December 2024 – Present | Caracas and remote

- Managed Instagram and TikTok accounts for 6 businesses: scripts, filming, CapCut editing, captions and publishing.
- **Dra. Natasha Gómez (dental clinic):** launched her TikTok; 85K+ views in under a month and about 70 info or appointment requests from one video.
- **Jaqueline Studio (beauty salon):** raised average TikTok views from 163 to 1,144 per video.
- **Padel Point (padel club):** launched its Instagram; 40 Reels and 180K+ views in under 5 months.
- **Belleza & Co (beauty academy, USA):** 83 Reels in 2025 for a remote US client.
- **La Fonda Express and Protecto Caracas:** 30 Reels on menus, products and promotions.

Appointment Setter | Nuvem Marketing Agency

February 2026 – March 2026

- Contacted and qualified the agency's prospective clients and booked sales appointments.
- Followed up with each prospect and answered questions to move them through the sales funnel.

Independent Seller | Self-employed retail

2023 – 2024

- Ran sales end to end: product advice, negotiation, payments, inventory and delivery.

Sales & Customer Service Associate | Muebles Gladyor (furniture store)

2020 – 2022

- Advised customers and closed furniture sales; handled invoicing, cash register, orders, deliveries and complaints.

EDUCATION

- **Associate Degree (T.S.U.) in Physical Therapy** — Completed 2026 (diploma in process)
- **Digital Marketing Certificate** — Ed Técnica (2025)
- **High School Diploma in Sciences** — Colegio Nuestra Señora de la Consolación (2022)

SKILLS

- **Video and content:** CapCut, Canva, Reels and TikTok editing, captions, hooks, B-roll, scripting.
- **Social media:** Instagram, TikTok, community management, collab posts, comment and DM replies.
- **Sales and customer service:** appointment setting, lead qualification, closing, follow-up and retention.
- **Languages:** Spanish (native); English (basic).