ANA ISABEL PATIÑO OSORIO

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Portfolio: https://anaisdev.netlify.app/

PROFESSIONAL PROFILE

Systems Engineering student at the University of Antioquia, with experience in the hospitality sector as an Administrative Assistant. Strong background in web development, relational and non-relational databases management, and proficiency in JavaScript, Python, and SQL, along with experience in frameworks such as Angular and NestJS. Skilled in version control tools (Git and GitHub) and holds an intermediate level of English. Passionate about technology and innovation, combining a technical profile with continuous learning, teamwork, and results orientation, adding value in dynamic and multidisciplinary environments.

WORK EXPERIENCE

Administrative Assistant – Inversiones D&clar
11/2023 – 08/2024

- Organize physical and digital documentation, draft letters and reports, and manage correspondence.

- Attend calls, emails, and visitors, schedule appointments and meetings, and support human resources processes such as payroll, resumes, and contracts.

- Record invoices and receipts, manage petty cash, and use office tools for administrative tracking.

Achievements:

- Implemented and managed a sales control software from scratch, training staff in its use.

EDUCATION

Systems Engineering – *University of Antioquia – In progress*

High School Diploma – *Institución Educativa San Rafael – 2020*

ACADEMIC ACHIEVEMENTS

- **Outstanding GPA in Systems Engineering,** reflecting perseverance and academic discipline.
- **Active member of AWS Cloud Club UdeA,** taking a leadership role in the Student Community Day Medellín 2025 with key contributions in visual design and logistics.
- **Best Academic Graduate 2020,** recognized for excellence and comprehensive performance.