

DORIENA QUINTERO SUAREZ



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Nationality: Colombian

Date of birth: 22/December/1990

WORK EXPERIENCE

Company: Hitch Surprise Planner

Dates: September/2016 – Currently

Position title: CEO - Business Project Entrepreneurship

Activity: I designed a business project that works through social networks, in which I design and perform activities and/or gifts custom-made for clients in Barranquilla's city. Executing financial functions, marketing, sales and customer services with the target to position the brand on the market.

Company: C.I. Energía Solar ES Windows

Dates: June/2015 – September/2015

Position title: Process Professional

Activity: - Take part to all the meetings in the area to provide solutions and improvement of the matters treated.

- Schedule, calculate and follow-up the overtime requested by each area.
- Manage staffing, update of database for movements of employees (income and resignations), disciplinary record.
- To make follow-up to trainings and evaluations to the staffs that enters to the company and delivery of these to Human Resources.
- Control of bonuses and follow-up for the sanctions applied to the staffs with Human Resources like wake-up calls, suspensions and withdrawals.

Company: Gases Del Caribe S.A. E.S.P.

Dates: July/2014 - March/2015

Position title: Assistant of Written Claims

Activity: My duties as an assistant involved the management of the times of response of the citations and notifications of the petitions, complaints that the company received. As well the elaboration of them. And manage of the database Onbase.

Company: Gases Del Caribe S.A. E.S.P.

Dates: January/2014 - July/2014

Position title: Intern at Customer Service

Activity: During my Internship, I was in charge to give support on the analyses of information, indicators and statistics of the department. Also, assist on the administrative, technical and commercial meetings. And I had to enter information to the database of the company.

Company: Independent

Dates: February/2012

Activity: I Designed Spanish classes for mining managers that included classes on weekends and distance learning assignments.

Company: Helm Bank

Dates: November/2010 – August/2011

Position title: University Loans Consultant

Activity: While I was Loans Consultant, I handled the search of clients at the Universities, and make the study and analysis of them to see if they qualified for the loans. Then I had to put the information in the Bank's Database and finally check by telephone for the credit approval with the company entrusted of the credit guarantees.

EDUCATION

Degree: Finance and International Business Professional

Institution: Autónoma del Caribe University

Year: 2015

LANGUAGES

English, Excellent.

Spanish, Excellent.

French, Beginner.

COMPUTER SKILLS

Program: Microsoft Office (Word, Office, Outlook, Power Point)

Level: Advance

Program: Internet Navigation

Level: Advance

INTERESTS

Read, Yoga, Travel.