



## **ANA MERCEDES AGUDELO MIRA**

August 27, 1988

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### **ECONOMIST WITH SPECIALIZATION IN PROJECT MANAGEMENT**

- ✚ Seven years of experience gaining knowledge in:
  - Risk analysis
  - Financial management
  - Sales and marketing
  - Leadership skills
  - Quality management systems and analysis of qualitative and quantitative information of vulnerable populations.
- ✚ Can use: Office, Eviews, Crystal Ball, Project
- ✚ Advanced English level- B2
- ✚ Capacity for leadership aiming for achievement, assertive communication, work under pressure and interaction in interdisciplinary groups.

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### **WORK EXPERIENCE**

#### **Mondial Agency – The Netherlands**

**Au Pair: May 2017 – April 2018**

Intercultural exchange, the main task is to take care of the children in a host family.

Achievements:

- Agenda management
- Adaptation to change
- Adaptation to international environment

#### **Independent Work- Colombia**

**Freelance: October 2014 – April 2017**

- Development of Network marketing business
- Documents translation- English/Spanish, Spanish/English, Portuguese/Spanish
- Distribution of clothes brand

Achievements:

- Team building with more than 800 people
- Product positioning in the market

#### **Banco de Bogotá- Colombia**

**Credit Quality Analyst: December 2013 - September 2014**

- To carry out daily quality reviews of processed credit cases
- To verify the compliance of the ISO 9001 and Banco de Bogotá parameters
- To find possible improvement and to minimize the percentage of errors.
- To organise area committees and train new staff

Achievements: Certification as Internal Auditor.

**Credit Analyst: June 2011- November 2013**

- To analyze credits cases
- To make decisions based on internal and external regulations

Achievements: Promotion to the position of Quality Analyst.

## **Alcaldía de Medellín- Secretariat of social inclusion and family- Colombia**

**Internship: August 2010 - December 2010**

- To make budgetary projections
- To support the production of technical and theoretical reports
- To participate in the research team "Groups Populations and Social Risks".

Achievements: To collect quantitative information from programs and to predict the impact on budget and number of population served.

## **Universidad Nacional de Colombia**

**Auxiliary student: November 2009 - March 2010**

- Descriptive reports
- Geo-referencing and interviewing community leaders.

Achievements: To identify the different economic activities that the population under study was developing, in order to serve them as a bridge to the Mayor's office in view of recognizing the population's needs.

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## **VOLUNTEER EXPERIENCE**

### **Fundación Ecosueños- Colombia**

**Administrative Volunteer: July 2015 - May 2017**

- To support the development of the Foundation's project
- To Manage the agenda and documents
- To formulate projects
- To manage accounting

Achievements: compilation and presentation of documents required by the Instituto Colombiano de Bienestar Familiar (ICBF) for certification process.

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## **ACADEMIC TRAINING**

- **Cambridge First Certificate (B2)** - Volksuniversiteit Amstelland. September 2017 - March 2018. Amstelveen, The Netherlands
- **Specialist in Project Management** - Universidad Pontificia Bolivariana. January-December 2013. Medellín, Colombia.
- **Economist** - Universidad Nacional de Colombia. January 2006 - December 2010. Medellín, Colombia

