

Academic Information

Jan-May 2018	Bachelor of Business Administration ICN Business School, Nancy France Exchange Program
2015-Present	Bachelor of Business Administration Universidad Tecmilenio, Morelos, Mexico
2015-Present	Bachelor of International Business Instituto Politécnico Nacional (Online)
2012-2015	Bilingual High School Universidad Tecmilenio

Experience

June 2016- November
2017
Morelos, Mexico
Enactus
Project "Delicias del Volcán"
Project Manager

Is a social empowerment project through a self-sustaining business model that follows the UN Global Goals

Tasks: Organize and lead the team (event planning, logistics, supply and value chain, customer service, quality, trademark and product design), establish objectives and create the strategy to meet the team's goals.

June 2016- December
2016
Morelos, Mexico
ICATMOR
Project "Delicias del Volcán"
Project Manager

The Training Institute for the Morelense Worker provides formal training for and in the work according to the needs of each sector of society.

Tasks: Take training courses on project management and leadership of high performance teams, then teach and share such knowledge with the rest of the project members.

July-August 2014
Morelos, México
Universidad Tecmilenio
Summer Camp
Junior Counselor

Tasks: Customer Service, assisting recreational activities, event planning, logistics.,

August 2013-July 2014
Morelos, Mexico
Synergy 4667
Robotics Team
Sponsorship Manager

Tasks: Search for contacts, request for sponsorships, follow up

May-July 2013
Konigsstein, Germany
Krongberg, Germany
Crazy Caterpillars
Daycare
Babysitting and
customer service
assistant

Tasks: Babysitting in the daycare (Take care of children, feed them, read them stories, change them, play with them) and customer service (receiving and giving information to the english and spanish speaking parents)

Professional Skills



Spanish (Native) English TOEIC Advanced
French (B1) Diploma CELE-UAEM



Accomplishments

Recognition for "Altruistic Work" -2017

Recognition "Women Entrepreneurs" - 2017

Diploma and Training Program to Raise the Competitiveness for SME's- 2017

1st place on Tecmilenio's National "Elevator's Pitch" 2016 Competition

2nd place on the National Competition Enactus Mx 2016

2nd place in Tecmilenio's Hackathon Competition

Leadership Certificate

Buzan's Mind Mapping Certificate

Personal Skills

ANALYTICAL THINKING	★★★★★
FAST LEARNER	★★★★★
CREATIVE THINKING	★★★★★
LEADERSHIP	★★★★★
WORKING UNDER STRESS	★★★★★



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CLAUDIA OLIVARES

B.A. Business Administration
B.A. International Business

"My professional and personal goal is to learn as much as possible in every situation to apply that knowledge, with the use of my skills, abilities and creativity, by means of my values and principles to improve myself and make a change that will impact positively in the world"