Ariana Elizabeth Velasco Pacheco

Industrial Ingeniering Master

Contact

Address

Saltillo Coahuila

Phone

8444445798

E-mail

velascoaelizabeth@gmail.com

Skills

- Google Meet, Zoom,Skype,Teems.

  Excellent

- Microsoft office

  Excellent

- SAP

  Very Good

- Proyect Plans: GantProyect, MSProject,Jira.

  Excellent

- Minitab 16/17/18/19.

Help to the achivement of work area goals through the application of previos knowledge and development personal and team skills.

Work History

2021-11 - 2022-09

Project Manager Jr

VOTH SOLUTIONS, Saltillo

- Led project using agile methodology for the development of a point of sale app and analyzed data to identify opportunities for improvement.
- Maintained excellent attendance record, consistently arriving to work on time.
- Carried out day-to-day duties accurately and efficiently.
- Used coordination and planning skills to achieve results according to schedule.
- Maintained energy and enthusiasm in fast-paced environment.
- Managed team of employees.
- Used Jira to create backlog and schedule the task of the team.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Update backlog and user stories of team.
- Coordinate the meetings of the sprints.

2019-05 - 2019-10

Purchasing Assistant

GT+Plastics, Saltillo

- Verified receipt of items by comparing items received to items ordered and resolved shipment order errors with suppliers.
- Evaluated procurement activities and recommended needed improvements.
- Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions on purchase orders.
- Standardized inventory quarterly reporting and analysis and instituted corrective action for close-outs and out-of-stock items to keep inventory records current.
- Determined lowest possible cost, factoring in quality and

- Java

Good

- MySQL.

Very Good

- CSS3

Very Good

- HTML5

Very Good

- Testing:JUnit

Good

- GitHub,Bitbucked.

Good

- Javascript

Good

Languages

- English-Intermedio

Good

---

reliability and negotiated favorable contracts.

- Computed and created purchase orders to monitor stock levels, verify purchase requisitions and expedite customer orders.
- Implemented policies to reduce cost and eliminate waste.
- Support in rebilling customers, application of collections and payments in SAP, reconciliations in the system, preparation of complements, filing of invoices, registration of invoices in the system, preparation of expense reports for the purchasing area.
- Support in the preparation of process deviations related to materials, registration of import/export expenses in SAP, file of import/export expenses.
- Update from Microsip to SAP.
- Support in inventories and adjustments of the same in the system

2017-10 - 2018-03

Teacher

ROBOTIX, Saltillo

- Planned and implemented integrated lessons.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Supervised learning groups of students in classroom stations.
- Designed dynamic lesson plans based on student interests to increase overall student GPA.
- Supported student physical, mental and social development using classroom games and activities.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Completed daily reports on attendance and disciplinary performance.
- Instructed students in core educational principles, concepts and in-depth subject matter.
- Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities.

2016-08 - 2017-01

Human Resources Generalist

Grupo Empresarial Martinez, Saltillo

- Developed and enforced company policy and procedures relating to human resources activity.
- Updated key human resource metrics.
- Provided guidance to employees on talent management, payroll, and benefits.
- Audited workplace, employee and management policies and procedures.
- Implemented and supervised orientation procedures for new hires.
- Improved operational processes resulting in productivity increase in HR department.
- Recruitment at the operational and administrative level.
- Updating of job descriptions, profiles and organization chart of the entire division.

Education

2018-08 - 2021-06

Master : Industrial Engineering

Instituto Tecnologico De Saltillo - Saltillo,Coahuila

2012-08 - 2017-02

Bachelor of Science: Business Management

Instituto Tecnologico De Saltillo - Saltillo,Coahuila