

## Kelis Liliana Serrano Martinez

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### Cover Letter

October 13, 2023

Dear Sir/Madam:

I am writing to express my strong interest in obtaining H1B visa sponsorship to initiate my journey with this company. I was excited when I came across the job opportunity on the USCIS website. I can prove my track record with experience and education.

I have four years of experience in projects and education. I hold a degree in industrial engineering with a specialization in project management. These projects encompass education and quality control. I am enthusiastic about continuous improvement, process optimization, and delivering solutions to the most challenging problems.

In the following information, you will find the skills, abilities, and relevant experiences that could be applicable to your organization.

Experience and Value	Methodology
<b>Childcare assistance:</b> <ul style="list-style-type: none"><li>❖ Developed bilingual activities in education.</li><li>❖ Created lesson plans for childhood.</li><li>❖ Designed activity regimen for applicable behavioral.</li></ul>	<ul style="list-style-type: none"><li>❖ Project-Based Learning</li><li>❖ Constructivist approach</li><li>❖ Montessori</li><li>❖ Cooperative Learning</li><li>❖ Group learning</li><li>❖ Technology-bases learning</li><li>❖ Communication</li></ul>
<b>Academics Process Administrator:</b> <ul style="list-style-type: none"><li>❖ Audited curriculum for 300 professors across undergraduate programs to ensure educational program requirements were met.</li><li>❖ Executed and evaluated performance reviews for each program every 8 weeks.</li><li>❖ Resolved issues for Voice-of-the-Customer that arose within the program.</li></ul>	<ul style="list-style-type: none"><li>❖ Quantitative methodologies</li><li>❖ Quality control</li><li>❖ Internal audit</li><li>❖ Customer support</li><li>❖ Six sigma</li><li>❖ Project-based learning</li><li>❖ Problem-based Learning</li><li>❖ Learning environmental</li><li>❖ Education projects</li></ul>

<b>Project Coordinator:</b> <ul style="list-style-type: none"> <li>❖ Analyzed the progress in different teams.</li> <li>❖ Coordinated project activities for the municipal office from analysis to testing successfully meeting project timelines.</li> <li>❖ Led a team of municipal managers within the project to consistently meet monthly goals.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Project management</li> <li>❖ Waterfall</li> <li>❖ Six sigma</li> <li>❖ Lean Methodology</li> <li>❖ Analyzed data</li> <li>❖ Leadership</li> <li>❖ Problem-based Learning</li> </ul>
<b>Industrial Engineering Intern:</b> <ul style="list-style-type: none"> <li>❖ Headed quality control and monitoring internal software.</li> <li>❖ Developed office automation platforms as control tools for the Secretary of Health</li> </ul>	<ul style="list-style-type: none"> <li>❖ Project-based learning</li> <li>❖ Problem-based Learning</li> <li>❖ Six sigma</li> <li>❖ Quality control</li> <li>❖ Internal audit</li> <li>❖ Customer support</li> </ul>

One of the key reasons I am seeking the H1B visa sponsorship with this opportunity is the exceptional reputation your company holds in the industry. I am impressed by the innovative solutions you provide and the collaborative work environment that advances growth and development. I believe that by joining your team, I can contribute significantly to achieving your organizational goals and continue advancing my professional skills in the US.

Thank you for considering my application for H1B visa sponsorship. I am excited about the opportunity to contribute my skills and experience. I hope that I can included my resume for your review, and I am available for an interview at your earliest convenience.

Sincerely,

Liliana Serrano M,

6789383271

Inglilianaserrano12@gmail.com

# KELIS LILIANA SERRANO MARTINEZ

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## CONTACT

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## HARD & SOFT SKILLS

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MS Project ♦ Excel  
PowerPoint ♦ Solidworks  
Moviemaker ♦ Visio  
QA/QC

## SOFT SKILLS

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Adaptability ♦ Conflict  
Management and  
Resolution ♦ Customer  
Experience ♦ Collaboration  
Discipline ♦ Project  
Management ♦ Prioritization

## LANGUAGE

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Spanish 5/5 – Native  
English 4/5 – Advanced  
IELTS-British Council  
Certification

## EDUCATION

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University of Research and  
Development (UDI) -  
Bucaramanga, Colombia  
(2018)

**BS in Industrial Engineering**  
US Equivalency by  
**World Education Services**

Pilot University of Colombia  
Bogota, Colombia  
**Project management**  
(2022)

US Equivalency by  
**World Education Services**

## SUMMARY

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Experienced in Projects and education with 4+ years. degree in industrial engineering and project management specialization. Projects include education and quality control. Enthusiastic about continuous improvement, process optimization, and delivering solutions to your hardest problems.

## EXPERIENCE

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**Au Pair Care.** Atlanta, Georgia

Child Care **(Dec/2021 - Present)**

- Developed bilingual activities for Au Pairs and children in English through immersive conversation and curriculum.
- Created lesson plans for early childhood education and development.
- Designed activity regimen for applicable behavioral development.

**University of Research and Development (UDI)** Bucaramanga, Colombia

Academics Process Administrator **(Jan/2021 - Oct/2021)**

- Audited curriculum for 300 professors across 15 undergraduate programs to ensure educational program requirements were met.
- Executed and evaluated performance reviews for each program every 8 weeks.
- Resolved issues for Voice-of-the-Customer that arose within the program.

**Association ANDES** Valle del Cauca, Colombia

Project Coordinator **(Jan/2019 – Dec/2020)**

- Analyzed the progress in different teams.
- Coordinated project activities for the municipal office from analysis to testing successfully meeting project timelines
- Led a team of municipal managers within the project to consistently meet monthly goals

**Government of Santander** Bucaramanga, Colombia

Industrial Engineering Intern **(Aug/2017- Nov/2017)**

- Headed quality control and monitoring internal software.
- Developed office automation platforms as control tools for the Secretary of Health