

Contact

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Top Skills

Event Planning
Project Management
Outlook

Languages

English

Carolina Zamora

Greater Chicago Area

Experience

CIO Landing, Inc.

Dispatcher - Admin Assistant

April 2017 - March 2020 (3 years)

Chicago, illi

Dispatching in-calls, analyzing problems and assigning technicians. Also in charge of purchasing and invoicing. Work with clients on VOIP issues, Follow-up of ISP installation processes, among other tasks.

IBEC

Language Coordinator

April 2015 - October 2016 (1 year 7 months)

Quito

This company works mainly with Schools and Universities commercializing the program Rosetta Stone. As a coordinator, I was in charge of working with the institutions merging Rosetta Stone's scope with the School/University syllabus, training teachers for using the platform, and how to do follow-ups, training the students, and the coordinators. Worked with Pearson's exams. I also wrote monthly reports of the students' work on the platform. I would also deliver courses for the teachers in the Communicative Approach Methodology, observed classes, and gave feedback to the teachers & authorities. I was also in charge of all the administrative work, new admissions, and follow-up.

Baron

International Trade & Logistic Assistant Manager

September 2007 - April 2013 (5 years 8 months)

As an International Trade and Logistic Assistant, I was responsible for all worldwide Importations of BARON SA, Argentine Company, and also for its branch; BARON USA, company located in Miami, FL.

I was also in charge of handling all Baron USA sales to the local market and to the Latin-American market, dealing with customers and suppliers of both companies, financial control and project management.

Bridge Linguattec

6 years

Academic Coordinator

2003 - 2007 (4 years)

As Academic Coordinator at Bridge-Linguatec I was responsible for course delivery, program and course development of English courses for Argentine local students, and of Spanish courses for people coming to Argentina from different countries.

I was also in charge of placing international students in host families, hostels or hotels, airport pick up, orientation and assistance throughout their entire course.

I also provided support to the academic staff by directly supervising by serving as a liaison between them and the students.

English and Spanish Teacher

2001 - 2003 (2 years)

As an English Teacher, I worked with Executive students of companies such as Sherwin Williams, Johnson and Johnson among others. I basically focused on a communicative approach to teaching Business English.

As a Spanish Teacher, I also employed a communicative language methodology, being the main objective the improvement of students communication skills, with a spontaneous and creative use of the language found in daily situations.

Education

Universidad de Buenos Aires

Traductor Publico, Traduccion juridica