Elizabeth Cruz Portfolio

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MBA Candidate| Chemical Engineer| Operations Management Professional

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About me:

Chemical Engineering Professional completing an MBA in Operations Management, with 5+ years of experience in process optimization, operational excellence, supply chain coordination, and quality assurance. Skilled in auditing, project management, and safety compliance, with a proven track record in cost reduction and workflow efficiency. Recognized for leading cross-functional teams, mentoring staff, and driving continuous improvement to enhance organizational performance.

## **Education**

**Master Business Administration (MBA) specialization in Supply Chain** University Canada West, Vancouver, B.C. | *Expected May 2026*

**B.Sc. in Chemical Engineering** Autonomous University of San Luis Potosí, Mexico. | 2020

## **Certifications**

**Financial Accounting** | University Canada West, Vancouver | 2025

**The Importance of Labor Relations** | Autonomous University of San Luis Potosí | 2021

**Statistical Process Control** | Autonomous University of San Luis Potosí | 2021

**Principles of Productivity and Quality in the Industry** | Autonomous University of San Luis Potosí | 2021

## **Skills & Strengths**

Operations & Financial Management | Process Optimization | Lean Six Sigma Principles | Operational KPIs | Audit Compliance | Project Planning & Execution | Risk Assessment | Data Analysis | Strategic Decision-Making | Team Leadership & Coaching | Effective Communication | Emotional Intelligence | Adaptability | Diversity & Inclusion Awareness

## **Software Experience**

Advanced Microsoft Office Suite | Tableau | Visual Studio Code | ProjectLibre | Draw.io | SketchUp | Aspen HYSYS | CHEMCAD

## Professional Highlights

### Campus Support Ambassador | University Canada West – Vancouver BC (Sept 2025-present)

Supported a diverse student body of 14,000+ and 244 staff, directly enhancing campus operational efficiency and overall satisfaction.

* Ensure classroom and facility safety compliance, cleanliness, and efficient use of resources while coordinating logistics for classrooms, supplies, and technical assets to optimize workflows.
* Act as floor warden and emergency responder, implementing safety protocols, guiding evacuations. Recommended data-driven process improvements to support continuous operational enhancements.

### Administrative Director | Institute of Dental Prosthetics – San Luis Potosí, Mexico (2021–2024)

Directed operations for 200+ students and 20 staff, driving efficiency, compliance, and business growth.

* Optimized workflows, internal controls, and supply chain processes, reducing financial losses by 50%, increasing efficiency by 30%, and improving compliance through audits and data-driven decisions.
* Led a successful CAD $50,000 lab investment project and secured 2024 government accreditation by managing audits, regulatory processes, and cost control.
* Built partnerships with 50+ organizations, launching a job placement program that enhanced reputation, student employability, and operational excellence.

### Operations Manager | Institute of Vocational Training – San Luis Potosí, Mexico (2019–2021)

Directed campus operations for 100+ students and 10 faculty members, enhancing efficiency, compliance, and student/staff experience. - Redesigned admissions and academic record processes, cutting document turnaround time by 40%, streamlining operations, and implementing financial tracking and internal controls to prevent losses and support data-driven decisions. - Optimized staff schedules, classroom setups, and campus events, achieving 99% student and staff satisfaction while launching marketing and outreach campaigns that increased program visibility and enrollment by 50%, enabling a 30% staff salary increase. - Developed operational manuals and compliance procedures, ensuring regulatory alignment and achieving 100% audit approval.

## **Internships and Volunteer Experience**

### Volunteer – Key Contact

Supply Chain Club – University Canada West, Vancouver, B.C. | Sep 2025 - Present Served as an executive team member, leading initiatives and supporting club operations.

### Volunteer - Event Coordination Lead

Ambassador for Career Success, University Canada West, Vancouver, B.C.|Sep 2025 - Present Demonstrated leadership, teamwork, and organizational skills in planning and executing campus events.

### Internship - Operations Intern

QB Chemical Industries Corporate Services – San Luis Potosí, Mexico | 2015 Gained hands-on experience in operations, process optimization, and quality control.

## **Contact**

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