

# Maria Herrera

Ecuador | Female | 23

*Target MSc: International Business*

## PROFESSIONAL EXPERIENCE

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- Commercial Intern - Import Export SME (Feb 2023 - Jul 2023)
- Managed client follow-up and ensured timely delivery of products
  - Prepared sales documentation and assisted in invoicing
  - Collected market data for sales strategy and reporting
- Student Assistant - University Office (2021 - 2022)
- Supported administrative tasks and data management
  - Assisted professors in student coordination and document preparation

## EDUCATION

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- Bachelor in Business Administration, Universidad San Francisco de Quito, 2020 - 2023
- Focus on international business, trade, and management

## SKILLS

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- Sales support, Excel, client coordination, reporting

## LANGUAGES

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- Spanish (native), English (good)

## PERSONAL INTERESTS

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- International trade, learning languages, business strategy