

Luis Yael Carmona Gutiérrez

Administrative Asistant

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PROFESSIONAL EXPERIENCE

CAVII

Jalisco, México

Administrative Asistant

2023 - Actualidad

- Contributed to the preparation of financial reports, improving clarity in decision-making.
- Improved financial accuracy by 99.5%, maintaining up-to-date records and monthly bank reconciliations. I optimized document management (500 documents per month) and correspondence (300 communications per month).
- Fostered continuous improvement, achieving a 15% increase in annual operational efficiency.

COPARMEX

Jalisco, México

Event Coordinator

2022 -2023

- Planned and executed events with 95% efficiency, ensuring impeccable logistics.
- Coordinated a team of five employees, meeting 100% of the established deadlines.
- Launch of a new product line.
- Resolved unforeseen events in less than 15 minutes, ensuring the continuity of the events.

ROYAL PRESTIGE

Jalisco, México

Seller

2013-2015

- Conducted product demonstrations with a 30% conversion rate, driving sales.
- Fostered strong customer relationships, achieving a satisfaction rate of 75.3%.
- Expanded the customer base by 20% annually through prospecting strategies.
- Maintained high standards for closing sales and follow-up, with a customer retention rate of 85%.
- Contributed to meeting sales objectives on a monthly and quarterly basis.

EDUCATION

UNIVERSIDAD PANAMERICANA

Jalisco, México

Bachelor's Degree in Finance 2022-2026

2022-2026

Bachelor's Degree in Family Business Administration and Management 2022-2026

ADDITIONAL INFORMATION

- Certification: Citizen Data Scientist (Tecnológico de Monterrey, 2023)

LANGUAGES

- Spanish—Native,
- English—Advanced (TOEFL ITP: 550 puntos)