

Luis Yael Carmona Gutiérrez

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PROFESSIONAL EXPERIENCE

CAVII

Jalisco, México
2023 - Currently

Administrative Assistant

- 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.
- 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
2022 -2023

Event Coordinator

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

ROYAL PRESTIGE

Jalisco, México
2013-2015

Seller

- 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
2022-2026

Bachelor's Degree in Finance

Bachelor's Degree in Family Business Administration and Management

CERTIFICATIONS

TECNOLÓGICO DE MONTERREY

Jalisco, México
2023-

Certification: Citizen Data Scientist

SKILLS & INTERESTS

- **Interests:** Stock investing, Programing, Going to the Gym, Singing, Boxing.
- **Favorite Books:** Atomic Habits, Emotional Intelligence, The 7 Habits of Highly Effective People,
- **Favorite Movies:** Forest Gump, Peaceful Warrior, The Cabin, Grown Ups (1° and 2°)
- **Personal Feats:** I have my music on spotify (my artist name is Luisya)
- **Links:** I created an app for my CV - <https://gagybydfaw6kifgvvxuzaz.streamlit.app/>

LANGUAGES

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