**Luis Yael Carmona Gutiérrez**

**Administrative Asistant**

• luisya4505@gmail.com • + 52 (333) 129-5731

**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)