

Contact

Phone

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Email

mharycell@gmail.com

Address

Transversal 50 # 69-41,
Bogotá- Colombia

Education

2022

Fullstack developer

Academlo school of technology and
computer science

2011

Human resource management technology

Corporación Universitaria Minuto de
Dios

Expertise

- HTML 5
- CSS
- Javascript
- React
- Human resources
- Office package

Language

English: Basic

Spanish: Native

Maricel López.

Frontend developer

I'm studying programming and software development. I'm a creative person and my vast experience in human resources, customer service, and administrative process has refined my teamwork and efficiency.

Experience

2014 - 2022

BOMBAS Y MONTAJES SAS

Senior administrative assitant

FUNCTIONS:

Make reports, handle disabilities, collect information, support audits, support the different departments of the company, manage employee benefits, make a list of minor cash, support for assembling dossiers, documentation file, purchase of flights and hotel reservations, telephone service to customers, suppliers and company personnel, purchase of stationery and supplies to personnel, preparation of letters, response to communications, bidding processes, programming and organization of training and training, programming of occupational medical exams, verification of resumes, compliance with HSE standards and the functions of the position.

Immediate boss: *Andrea Avendaño*

Phone number: +57 1 2317838 ext. 110

2013-2014

ATCG DE COLOMBIA SAS

Administrative assistant

FUNCTIONS:

Customer service, receipt of documents and calls, database feeding, preparation and confirmation of labor certificates, quotes, filing correspondence, delivery of liquidations, responding to the requirements of mission and internal personnel, supporting the recruitment department , accounting, payroll and contracting.

Immediate boss: *Boris Coronel*

Phone number: +57 1 7047191 Ext. 102

Reference

Lorena Rojas

Fullstack developer- EPAM

Phone: 314 2203716

Amparo Murillo

Professional project support- BOMBAS Y
MONTAJES SAS

Phone: 321 3036915