



Paula Garcia

INGENIERA DE SISTEMAS (E)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas libero lectus, rhoncus vel aliquam quis, tempor nec nunc. Maecenas porttitor imperdiet ante et consectetur. Vestibulum ultrices nisi sed ex ornare, ut dignissim mauris fringilla.



CONTACTO

+57 322-451-9171

pjgarcia19@gmail.com

link



EDUCACIÓN

**Universidad Francisco de Paula
Santander-Ocaña**

- Ingeniería de Sistemas, 2027

Colegio Guillermo Leon Valencia

- Bachillerato Técnico en Sistemas, 2021



HABILIDADES

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- Spanish Language Proficiency



EXPERIENCIA LABORAR

Assistant Manager

Fauget Company, 2019 - Now

- Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

Administrative Assistant

Fauget Company, 2016 - 2017

- Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.



CERTIFICACIONES

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- Spanish Language Proficiency