

Fanny Yaritza De León Rosa

PERSONAL PROFILE

Graduated in Psychology with experience in Human Resources and the subsystems that compose it, great ability to deal with people and do my best in the corresponding work area.

WORK EXPERIENCE

HUMAN RESOURCES ASSISTANT

Troquelados Dominicanos | 2017 - Current

- Manage the Human resources system.
- Perform the process of recruitment, selection, documentation and, induction of employees.
- Manage the processes with the group cooperative, new income, loan applications and, calculation.
- Do performance evaluations.
- Organize training and the previous process of evaluation by competencies.
- Organize activities.
- Write and send the documentation required by the labor ministry.

AREAS OF EXPERIENCE

- Human Resources.
- Customer service..

CALL CENTER OPERATOR

Cecomsa | 2016 - 2017

- Assist calls, providing information to customers about availability of items, prices and technical workshop order status.
- Make technical workshop reports to evaluate the service provided to customers.
- Bring support in reception and sales areas.

TO CONTACT

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Santiago de los Caballeros.

EDUCATION

UNIVERSIDAD TECNOLÓGICA DE SANTIAGO (UTESA)

Bachelor's Degree in General Psychology 2016.

INSTITUTO POLITÉCNICO LAS MERCEDES

Accounting and Finance 2012

COMPLEMENTARY EDUCATION:

CENTRO DE SERVICIOS ESPECIALIZADOS (CEDESE)

Talent Acquisition for Competencies Certification 2019.

AMERICAN LANGUAGE INSTITUTE

English Course 2017.

OTHERS SKILLS

- Office package management, Illustrator, Corel draw and VBSOFT HR System.
- Domain of the English language, spoken, read and written

REFERENCES

Upon request.