



fabiofelipe28@gmail.com



+1 829 984 3915



Manolo Tavarez Justo # 17,
Santo Domingo, República
Dominicana

SKILLS

Communication skills.

Computer software skills

Problem solving skills.

LANGUAGES

Spanish

Native or Bilingual Proficiency

English

Full Professional Proficiency

INTERESTS

Hobby #1 I love reading

Hobby #2 Do exercise

Fabio Cruz Rodríguez

Business Administrator

Define and implement intelligent solutions to the specific problems of the organization, decisively contributing to the fulfillment of its objectives economic, human, logistic and strategic through permanent service to their directives and the excellence in my work.

WORK EXPERIENCE

Manager, Business Administration.

Ingeniería Cruz Rodríguez y Asociados.

2020

Tasks

- Human Resources Administrator

Permanent Substitute Teacher / MOS PP Teacher

Saint Michael's School.

2015 – 2019

Tasks

- Power Point MOS teacher / English Literature substitute teacher

Administrative Assistant

Coral Marine Real Estate.

2013 – 2014

Tasks

- Complete real state sales; show and present the features of real estate building and houses to potential customers; arranging all pertaining paper works for the business deals.

Administrative Assistant.

Optic Call Center S.A. Malecón Center.

2009

Tasks

- Assistance control and payroll management. Data control for numbers to call. Supervision of 15 agents. Petty cash and office supplies management.

EDUCATION

Pontificia Universidad Católica Madre y Maestra 2008 – BA Business Administration.

Kaplan Aspect Chicago 2008 – Advanced Business English Certification.

Microsoft Office Specialist 2017 – Office Power Point, Word, Excel Access 2016.

Didáctica Course 2017– Curriculum Standards inside the Classroom.

Universidad de la Tercera edad UTE 2018 – Teaching Certification.

Didáctica Course 2017- Mindful Teacher.