

# Gemil A Heredia

Agile learner, perceptive and multidisciplinary professional with over 7 years of working experience. My main areas are project coordination, customer relationship management and material planning.

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## EXPERIENCE

### **Learning and Development Consultant, Infinity** **Unconventional Education— New York City / Dom. Rep. (Remote)**

MAY 2019 - OCT 2019 (CONTRACT)

Coordinated, project managed and assisted experiential learning processes for the corporate world. As well as, designed new business development ideas by researching, profiling and contacting new organizations to partner with, providing added value and impact.

- **Focus:** change management, leadership, interpersonal skills, time management, trust building.
- **Industries:** Luxury retail, fashion, consumer goods, pharmaceutical.
- **Partner companies:** Bvlgari, Belmond, Gucci, Lacoste, MSC, Novartis, Salvatore Ferragamo.

### **Materials Coordinator, Sundial Brands— New York**

MAY 2016 - NOV 2018

- Coordinated, planned and led supply of material goods based on forecast and demand, using ERP data to manufacture over 300K daily products.
- Managed a B2B portfolio of 20+ suppliers. Established and developed 10+ new accounts.
- Audited product quality and production schedule in collaboration with production line supervisors.
- Generated a daily inventory report, establishing the required materials needed to satisfy demand. Ensuring the maximum usage of available resources and generating a priority list of Purchase Orders to source.

### **Assistant Store Manager, AT&T— New York**

JAN 2015 - FEB 2016

- Partnered with the store manager to oversee all aspects involved in the daily operation of our location.
- Conducted regular audits on: inventory levels, store's physical and practical conditions, cleanliness, weekly and monthly goals.
- Assisted in the recruiting and training process of new employees.
- Resolved customer inquiries with optimal solutions, promoting sales and educating them on new products technologies.
- Reviewed and planned new strategies to achieve monthly, bi-weekly and weekly goals, in collaboration with store managers and team members.

## COURSES

ERP Systems  
Google Analytics  
Product Management  
(Udemy)  
Design Thinking for  
Innovation (Coursera)

## LANGUAGES

English  
Spanish

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## **Associate Project Manager, CLARO— Dominican Republic**

FEB 2011 - JUN 2012

- Evaluated feasibility, cost VS time, adverse events and statistical variability from three different GPS tracking systems. Registering all locations and movements from our technical staff at a national level. Acquiring raw data to then classify, analyze and interpret. Determining which GPS tracking system would satisfy the project needs.
- Service installments and productivity increased by 20%
- 25 - 30 daily technicians supported

## **EDUCATION**

### **The State University of New York (SUNY), B.S. Science, Technology & Society - Business Administration Focused.**

OCT 2012 - MAY 2016

- Awarded a Fulbright scholarship to study in New York
- Treasurer of the Latin American Student Organization (LASO)
- Member of the Psychology and Philosophy club
- Member of FOCUS photography club.

### **ITESA, Technical High School Diploma — Digital Electronics and Microprocessors**

2004 - 2008 DOMINICAN REPUBLIC