

Abilities

Time management
Positive attitude
Conflict resolution
Fast learning
budget review
Respect
Flexibility
Leadership
Customer database
management
Teamwork

Languages

Spanish
Native

English
Advanced

Lisa Itamar Jorge Taveras

I have the capability to learn new things quickly and compromise myself with what I do. I also prove to be an effective team worker and have a practical work behavior.



Experience

• Marketing consultant / Lead Generator

Gold Coast IT Solutions

Responsibilities:

- Find +100 IT opportunities through staffing companies and job seekers websites that meet the establish conditions, on a daily basis.
- Create a daily report with job opportunities.
- Report to immediate supervisor
- Upload the diary record to a designed website.

• Customer Service Representative

Conduent

Responsibilities:

- Answer between 25 to 40 calls daily complying with the established metrics.
- Respond in a satisfactory manner to the questions of the clients in relation to the service, invoices, device and international services.
- Report issues and inconveniences with the service, invoices or devices to the corresponding departments and follow up with the clients.
- Educate clients about new plans, devices and available offers.
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• International purchases

PAQUETA

Responsibilities:

- Receipt of material requirements.
- Search for international and local suppliers.
- Request of orders and prepare purchase orders.
- Transport logistics and delivery times.
- Follow up until satisfactory reception of the merchandise.

• Sales Associate / Assistant Manager

Follett Dominicana (Located in PUCMM)

Responsibilities:

- Receive customers who visit the store and provide assistance. Bill and pack merchandise from customers.
- Receive merchandise, make inventories, replace shelves, cleaning the store.
- Community manager. Maintain relationships with different departments to obtain lists of books and materials required by the university.

Education

- **University** : **Business Administration**
Universidad Tecnológica de Santiago (UTESA)
- **High School** : **Accounting and Finance**
Inst. Politécnico F. Nuestra Señora de las Mercedes

Other Courses

CAPEX

- Management in Nonprofit Associations, December 2019
- Entrepreneurship in non-profit institutions, September 2019
- Effectiveness in non-profit institutions, July 2019

INFOTEP

- Professional Training Facilitator, 2019

Google Activate

- Digital Competencies for Professionals, February 2019
- Personal Productivity Course in the Digital Age, December 2018
- Fundamentals of Digital Marketing, February 2020

Languages skills

- **English** : **Teacher Training Course**
American Language Partnership International. ALPHI
- : **English Immersion Program**
Universidad Nacional Evangélica

Volunteer Job

- **Volunteer Management**
TECHO
Responsibilities: Ensure the welfare of volunteers. Attract volunteers. Guide about general information. Educate about the organization and what we do. Others.
- **Voluntary**
Primera Iglesia Bíblica Cristiana (PIBC)
Responsibilities: Assist in the organization of the music school. Help in the cafeteria. Help in the organization of summer camps. Others.