

Sarah Collado Vásquez

5th Street #20 Los Molinos, Las Américas, East Sto. Dgo.
| (829)649-7713 | sarah.collado1402@gmail.com

Personal Information

ID: 402-2510910-3

DATE OF BIRTH: FEBRUARY 14TH, 1997

Dominican nationality

Skills and abilities

- Communication
- Leadership
- Ability to work under pressure
- Ability to complete tasks in a reduced time
- Organization

Educación

ARCHITECTURE | 2012-CURRENT | UASD

ADVANCED ENGLISH | 2011-2012 | CENTU

Experience

HUMAN RESOURCES ASSISTANT | NUTRI-MULTIPLEX | NOV 2016-MAY 2018

- Responsibilities:
- Collect and manage all the information pertaining to the employees of the company.
- Recruitment and staff selection.
- Payroll
- Others

ADMINISTRATIVE ASSISTANT | ADVENSUS | JUN 2018-NOV 2018

- Responsibilities:
- Attend, coordinate and execute management tasks.
- Delivery of reports
- Collect and manage information about project employees
- Payroll
- Others

RECRUITMENT | ADVENSUS | NOV 2018- CURRENT

- Responsibilities:
- Recruitment and staff selection
- Massive recruitment
- Source

- Realization of reports and rosters
- Others

Personal references

Javiel Bautista: (809) 904-3399

Kelvin De Los Santos: (829) 784-9195

Noel De Jesus: (809) 218-3156