

ISBELKA DE LEÓN

INTERNATIONAL RELATIONS

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WORK EXPERIENCE

- 07/2019 - ACTUAL **Amiko Capital Humano**
Recruiter
Massive recruitment
- 09/2018 - 07/2019 **Teleperformance**
Service Advocate
Assist Clients with requirements, payment processing and general support.
- 06/2015 - 08/2018 **Unique Managment Solutions**
Recruitment Analyst
Assist the Human Resources Team in the recruitment process of new employees, organizing interviews schedules and recruitment reports.
- 02/2014 - 06/2015 **Unique Management Solutions**
Administrative Assistant
Provided general secretarial services to the organization.

EDUCATION

- 02/2019 - PRESENT **Universidad del Caribe**
International Relations, Law Department
- 07/2013 **Colegio San Ramón I**
High School
GPA: 3.80

COURSES - ABILITIES

- Diversity and Human Rights**
FUNCEJI | OCT 2015
- Community Management**
PEOPLE GROUP | MAR 2015
- Photography**
MUSEO DE ARTE MODERNO | JUN 2015
- MS Office, Lightroom**
Hootsuite, Social Media
English (Advanced)
Korean (Basic)

VOLUNTEERING

- 06/2015 - 03/2018 **TECHO**
Audiovisuals Coordinator

SOCIAL MEDIA

Medium: @isbelkathomas
Instagram: @isbelkathomas