



SERGIO RODRIGUEZ

ADMINISTRATOR

01/02/02

PERSONAL PROFILE

Student from Hermosillo, Sonora studying the sixth semester of LAET (Bachelor's Degree in Business Strategy and Transformation) at Tecnológico y de Estudios Superiores de Monterrey Monterrey in Nuevo Leon belonging to the 2020-2024 generation.

Passionate about commerce and its operation.

I'm looking to help a company where I can develop my skills, as well as put into practice the management processes of a company.

EXPERIENCE AREAS

Knowledge of Microsoft Office tools: Word, Excel, PowerPoint

Google Drive tools: Documents, Sheets, Presentations, Forms

Experience in simplified graphic design applications: Canva, Genially

Basic knowledge of video editing: iMovie, Movie Maker, Shotcut

Statistical tools: MiniTab

Interactive data visualization software: Tableau

Programming Beginner: Python

Essay writing skills

Power Automate

LANGUAGES

Spanish- Native

English- Intermediate (B2)

CONTACT INFORMATION

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Last job phone: 662-111-0255

WORK EXPERIENCE

● ADMINISTRATIVE ASSISTANT

Transportes Ejecutivos S. de R.L. de C.V.
(Personnel transport and vehicle rental company)|
February 2020- July 2020

Carrying out internal processes such as bank movements, quotes. On the other hand, I designed graphic elements such as flyers and work badges.

● TRANSPORTER

Transportes Ejecutivos S. de R.L. de C.V. | June 2021- December 2021

Transporter for the company JIER NORTH AMERICA INC which is a supplier of Ford Motor Company. I was in charge of taking and picking up engineers. The clients didn't usually speak Spanish (the clients were from China) so it was my duty to guide them in making daily decisions.

On weekends, during my free time I worked transporting members of security for the construction of the consulate of the United States of America in Hermosillo, Sonora.

● SCHOOL PROJECTS WITH COMPANIES

At Instituto Tecnológico y de Estudios Superiores de Monterrey every five weeks I have worked developing projects for different companies. Currently I have been working for five semesters solving problems for different corporations such as Coppel S.A. de C.V.; Secret MX and L'Oréal S.A. We provide advice by proposing ideas with prototypes (web pages, applications, new products, logistics) to improve the company's sales or contribute to a social need.

Award for being the best proposal of our carrier (LAET) working for CityMarket Mexico | September 2022- December 2022

An expansion strategy was designed based on the development of a portfolio of products and services considering the aspects of sustainability, shared value creation and digital transformation.

● TRAINEE

Ternium Mexico S.A. de C.V. | February 2023- June 2023

We worked automating processes through programs in the billing and tax area

HOBBIES

Gym, CrossFit, Basketball

Read Books

Watch videos on Youtube or TikTok

Use social networks like Instagram and Facebook