

Project Manager Project Manager Project Manager Norwalk, CA To provide and excel in great levels of customer service by using great communication, listening skills and my ambitious work ethic.

Electronic Engineer with experience in Network & Server Arrangements, Control & Automation, Electronic Design, Project Management and High Precision Instrumentation. Adept in all phases of software and hardware development, product development and production cycle. Target oriented with accurate communication skills and savvy with computer operating system, software and updates. Proficient in computer maintenance and virus prevention, leaving computer availability ready at all levels. Posses excellent interpersonal, analytical, and organizational skills.

Bilingual, fluent in Spanish, self-motivated, flexible, honest, loyal, respectful. Work Experience
Project Manager ANDRES LACTEOS DE RES 2015 to 2016 Oversaw all project expansions by following a strict schedule and completing all minor project tasks on time. Managed all workers by giving detailed feedback to improve profit efficiency. Maintained a very strict and pressured work environment to assure daily goals and to prevent loss of product. I also worked on the field hands-on to help maintain and over watch productivity and quality assurance. ISO compliant at all times
Administrative and IT Management ACIPET - Bogot , Cundinamarca 2015 to 2015 Bogota, Colombia <http://acipet.com/en/> 2015 Asociaci n Colombiana de Ingenieros de Petr leos
Administrative and IT Management Helped develop an academic streaming platform for all the courses given by ACIPET to improve worldwide recognition through Livestream and Xsplit. In charge of maintaining the company website by posting up to date scheduled events using the development tool Wordpress. Also using the mailing tool, Mailchimp, I would keep any prospering consumer and current clients informed of any changes in activities and upcoming seminars. Personally maintained all company computers & printers internally up to speed, updated and free of viruses, while at the same time fixed any faulty, broken or damaged hardware for company use. Managed all company computers accounts, by using Active Directory from Windows Server 2008, creating or modifying users accounts and maintained backup information up to date. Remote desktop help with company clients abroad
IT Support Viva Seguro, Funza - CO 2011 to 2014 Maintained all computers up to date, formatted computers if needed, virus prevention and kept

backup of all data. IT ready and available for all employee troubleshooting, computer malfunction and system errors. Personally created and built the network plan for the entire office. Education Bachelor of Arts in Electronic Engineering Escuela Colombiana de Ingenier a Julio Garavito - Bogot , Cundinamarca 2008 to 2015 High School Diploma Instituto Salesiano San Jose 2003 to 2007

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