

Amalia Pedro Valdez

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Nationality: Dominican Republic (Latin America)
Driving License processing
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Sales Executive

Experience

May 2011 – May 2015 Ministry of Finance Santo Domingo, Dominican Republic

Customer Service Executive & Teller

Dirección General de Impuestos Internos – National institution in charge of administration and collection of internal taxes in Dominican Republic

Reporting to the Division Coordinator

- Advised clients on tax legislation, deadlines and conditions of payment,
- Sold services including receipt stamps, task disks and legal acts,
- Managed the checkout, tax and fine collection,
- Calculated affidavit and other tax return,
- Certified payments conformity and endorsed checks,
- Daily cash register control.

2008 - 2010 Tu Net Laundry Santo Domingo, Dominican Republic

Operations Manager

Laundry services to hotels, restaurants & private individuals

- Promoted services of cleaning, drying & ironing,
- Managed and assigned task a team of three employees,
- Negotiated rates with customers,
- Drew up and promoted special offers,
- Managed procurement of products and maintenance services,
- Managed accounts & payment collections,
- Redacted & presented to the owner monthly activity reports.

2006 - 2008 Bahia Sport Santo Domingo, Dominican Republic

Checkout Operator

Center of sport betting & slot machines

- Ensured the service to customers,
- Worked the cash register,
- Verified & supplied in coins slot machines,
- Paid invoices and other services,
- Trained new employees.

Internships

2005 (3 months) Jumbo Shopping Center Santo Domingo, Dominican Republic

Sales Assistant

Major chain of shopping centers in Dominican Republic

Interior Decoration Department

- Ensured customer care,
- Ensured a proper front display,
- Ensured labeling,
- Marked down defective products,

Education

2011 - 2014 Universidad del Caribe Santo Domingo, Dominican Republic

- Bachelor of Science (B.Sc.),
- Major in Marketing.

2005 - 2011 Vocational Trainings Santo Domingo, Dominican Republic

- Professional Selling (Iniciativa Empresarial),
- Sales Assistant (Instituto Nacional de Formación Técnico Profesional),
- Accounting Assistant (Centro de Estudios José Reyes),
- Professional Ethics (Instituto Nacional de Formación Técnico Profesional).

2005 Liceo Gastón Fernando Deligne San Pedro de Macorís, Dominican Republic

- High school certificate.

Languages

Spanish: Mother tongue

English: Professional Working Proficiency

French: Professional Working Proficiency

IT skills

- Operating Systems: Mac OSX, Windows 7
- Applications: Word (medium), Outlook (medium), Excel (basic).

Interests

Family life, Discovery, Travels, Gastronomy, Sport.