



WILSON DAZA OSPINA

43 Years

March 07 the 1.978

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STUDIES

1996 Bogotá	Commercial High School <i>Liceo Comercial las Américas</i>
2015 Bogotá	Excel <i>Sena</i>
2018 Bogotá	Documentary Organization <i>Sena</i>
2018 Bogotá	Documentary Legislation <i>Sena</i>
2018 Bogotá	Document Management <i>Sena</i>
2019 Bogotá	English (A1-A2) <i>WordBee</i>
2020 Bogotá	Methnology for the preparation of inventories and Documentary transfers <i>General Archive of the Nation</i>
2020 Bogotá	Metodology and work of the Document Management <i>General Archive of the Nation</i>
2020 Bogotá	Basic Fundamentals of Document Management <i>General Archive of the Nation</i>
2020 Bogotá	Information Systems and Documentation Administration <i>UNINPAHU</i> (Studying 5 semester)
2020 Bogotá	Analysis and Development in Information Systems - SENA (Studying) Virtual
2021 Bogotá	Software Development – MINTIC-UNIVERSIDAD SERGIO ARBOLEDA (Studying) Virtual

PROFESSIONAL PROFILE

MICROFILMATION TECHNICIAN, FILE ASSISTANT AND DIGITALIZER WITH MORE THAN 10 YEARS OF EXPERIENCE, WITH KNOWLEDGE IN EVERYTHING RELATED TO DOCUMENTARY MANAGEMENT; AND WITH MANAGEMENT OF PROGRAMS LIKE KODAK CAPTURE, FORMS, INTERNAL SOFTWARE, AMONG OTHERS; WITH A HIGH LEVEL OF EFFICIENCY AND SPEED, SINCE I HAVE WORKED IN DIFFERENT JOBS AND POSITIONS, THUS MEETING BUSINESS AND PERSONAL EXPECTATIONS. MANAGING HIGH KNOWLEDGE IN THE ORGANIZATION OF DOCUMENTS AND DATA RECOVERY.

WORK EXPERIENCE

COMPANY NAME, Grupo Alcomex S.A.

Periods: 20/04/2021 to Date

Position held: Archive Analyst

Tasks carried out: Filing, organization and classification of documents, Test area manager, List Area Support, Creation and updating FUID; **Superintendence of Industry and Commerce (SIC) Project.**

COMPANY NAME, Global _Technology_ Services_ GTS

Periods: 02/05/2018 to date

Position held: Archive Assistant

Tasks carried out: Filing, organization and classification of documents, Test area manager, List Area Support, Creation and updating FUID; **Superintendence of Industry and Commerce (SIC) Project.**

COMPANY NAME, ASD Group

From: - 22/11/2017 to 16/03/2018

Position held: Digitalization Leader and Data Transcriber

Tasks carried out: Digitization and indexing, Organization and documentary classification, Transcription of data; **Project (ANLA) National Environmental Licensing Authority.**

COMPANY NAME, Organizational Holistic

From: - 11/06/2016 to 18/12/2016 - 01/06/2015 to 31/01/2016

Position held: Leader Digitalization and Microfilming

Tasks performed: Digitization and indexing,
Organization and classification of documents,
Coordination of the Pilot University project

COMPANY NAME, Millionaires Group

From: 21/09/2015 to 12/01/2016

Position held: Dealer (Inspector)

Tasks performed: Customer Service
Supervisor

COMPANY NAME, Carvajal S.A.

From: 08/06/2014 To 19/08/2014

Position held: Digitizer

Tasks performed: Analyze documents, Digitization and Typing; Colombia Mayor Project

COMPANY NAME: Microplanet LTDA.

Periods: 01/09/2014 to 31/01/2015 16/12/2013 to 30/01/2014 05/09/2010 to 31/07/2011

01/11/2008 to 30/01/2009 01/08/2005 to 20/01/2006

Position held: Digitizer, Microfilmer and Archive Aux.

Tasks performed: Digitalization
Microfilming
Document Organization

COMPANY NAME: Colombia Poker Tour

From: March 2013 to June 2014

Position held: Supervisor

Tasks performed: Organization

Customer Service

Supervisor

COMPANY NAME: Juegotec Personal en Misión

From: 29/01/2011 to 23/05/2013

Position held: Supervisor with Functions

Tasks performed: Customer Service

Supervisor

COMPANY NAME: Adimagen LTDA

Periods: 01/06/2013 to 15/12/2013 01/06/2012 to 30/12/2012 01/11/2011 to 03/01/2012

Position held: Digitizer, Microfilmer and Archive Aux.

Tasks performed: Digitalization

Microfilming

Document Organization

COMPANY NAME: CSA Ltda.

From: 15/02/2010 to 31/07/2010

Position held: Digitizer

Tasks performed: Digitalization

Typist

Document Organization

COMPANY NAME: Infoimagen LTDA

From: 25/01/2006 to 5/11/2008

Position held: Microfilmer and Archive Assistant

Tasks performed: Microfilming

Document Organization

COMPANY NAME: Contratamos Ltda.

From: 02/11/2007 to 29/09/2008 09/02/2004 to 20/09/2004

30/11/2001 to 20/01/2004 B/keel.

30/11/2000 to 20/11/2001

Position held: Supervisor

Tasks performed: Customer Service

Supervisor

Personnel Management

COMPANY NAME: Club Arrayanes

From: 15/03/2005 to 30/11/2005

Position held: Waiter

Tasks performed: Customer Service

COMPANY NAME: Tienda Aguapanela's

From: 01/02/1999 to 30/12/1999

Position held: Bartender

Tasks performed: Customer Service

COMPANY NAME: Protela S.A.

From: 15/08/1998 to 20/12/1998

Position occupied: Dispatch Assistant Tasks
performed: Packaging and dispatch of Merchandise.

JOB REFERENCES

Johanna Ceballos

Organizational Holistics (Bogotá)

Project Manager

Phone 359 15 85 E-mail jceballos@holisticaorganizacional.com

Luis Alfonso Toro

Adimagen Ltda.(Bogotá)

Manager

Phone 601 80 36 – 316 471 94 56

Global Technology Services GTS S.A.

(Bogota)

Phone 593 22 00

PERSONAL REFERENCES

Jhon Barrera Amigo (Bogotá)

DIRECTOR POKER ROOM JACKIES CASINO

310 217 87 28

Carlos Hidalgo Amigo (Bogotá)

Tec. Microfilming

310 558 08 58

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