**WILSON DAZA OSPINA**

WILSON DAZA



43 Years

March 07 the 1.978

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# STUDIES

**1996** Commercial High School

**Bogotá** *Liceo Comercial las Américas*

**2015** Excel

**Bogota** *Sena*

**2018** Documentary Organization

**Bogota** *Sena*

**2018** Documentary Legislation

**Bogota** *Sena*

**2018** Document Management

**Bogota** *Sena*

**2019** English (A1-A2)

**Bogota** *WordBee*

**2020** Methnodology for the preparation of inventories and Documentary transfers

**Bogotá** *General Archive of the Nation*

**2020** Metodology and work of the Document Management

**Bogotá** *General Archive of the Nation*

**2020** Basic Fundamentals of Document Management

**Bogotá** *General Archive of the Nation*

**2020** Information Systems and Documentation Administration

**Bogotá *UNINPAHU*** (Studying 5 semester)

**2020**  Analysis and Development in Information Systems - **SENA**

Bogotá (Studying) Virtual

**2021** Software Development **– MINTIC-UNIVERSIDAD SERGIO ARBOLEDA**

**Bogotá** (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

WILSON DAZA

### 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

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**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.

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#### 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

**WILSON DAZA OSPINA**

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