

# lorenamatus

International Business Enthusiast

## Contact information

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## Languages

Bilingual Spanish/English  
Novice in Swedish

## Usual comments

Honest & Loyal  
Responsible  
Good learnability  
Handle pressure  
Nice & social  
Team player

## Objectives

My short term goal is to learn and perfect my Swedish by working in a Swedish environment, where I be able to continue to bring my Swedish to the next level. My long term professional goal is to run my own import/export company, since I have a strong interest for international trades and business.

## Education

2006 - 2010 **Bachelor Degree in International Business** With honors (B.lb. cum laude)  
Universidad Autónoma de Baja California, Tijuana México. Student and Member of University Council.

## Experience

2014 - 2015 **ProMexico, Stockholm** Internship and project manager  
**promexico.gob.mx**  
ProMexico is the official agency for attraction of FDI and promotion of exports within the Mexican government. The office is part of the Mexican embassy in Sweden and is in charge of the business in the Nordic and Baltic region. During my internship I helped the exports department, my assignment was mainly to assist, advice and support foreign companies already established in Mexico and/or foreign investors to invest in Mexican ventures.

*Based on my performance I was hired to fill for a colleague, who took leave of absence in June - August 2015.*

03-07 2014 **Restaurant Los Remedios, Tijuana, Mexico** Hostess  
**losremedios.mx**  
During this time I was in charge of the customer service, reservations, special events and accommodations.

*During the expansion of the franchise, and based on my performance, they offer me the administration position of the new establishment.*

2011 - 2013 **High Chaparral, Hillerstorp** Summer job, Professional dancer  
**highchaparral.se**  
I was working as a dancer and co-team leader for the Mexican show at High Chaparral theme park. My assignment included, coordinating the dance group, dance practices and show performance, acting, appearing as a part of the law enforcement of the outlaw town "Old Mexico", Occasionally helping waiting staff.

03-05 2012 **World Trade Center, Tijuana, Mexico** Organizing and administration  
**wtctijuana.com**  
During this time I was in charge of the logistic, events, organizing and schedule meetings. I was part of the committee for the trading between Mexico and USA.

01-05 2011 **VIDRIERA TORRE AGUACALIENTE S.A de C.V, Tijuana, Mexico** Administrative assistant  
This company are dedicated to sell glass for windows, cars, offices, etc. During my time I was in charge of customer service, the budget, scheduling meetings and deliveries.

2008 - 2010 **MARMOL Y GRANITO S.A de C.V, Tijuana, Mexico** Summer job, Administrative assistant  
Mármol y granito is one of the biggest retailers of marble in Tijuana, during my time I was in charge of customer service, taking customer calls, scheduling deliveries etc. I also did budget work and business meeting scheduling.

## Academic experience

2006 - 2010 **University General Committee Member** Universidad Autónoma de Baja California, Tijuana  
This committee was in charge of the budget of the university as well from the new curricula.

2009 - 2010 **University Career Committee Member** Universidad Autónoma de Baja California, Tijuana  
During my last year I was in charge of the business seminars organized by the University.

## Other activities

2014 - present **Dancer and dance teacher in Sweden** Member of the Mexico Lindo, dance group  
The group is situated in Hornstull where I teach the Mexican traditional dance group. We are performing at reoccurring events every year usually by request from the Mexican embassy.

2000 - 2014 **Dancer and dance teacher** Member of the Folk Dance Group Yii Má  
The group is from de Lázaro Cárdenas High School, Tijuana, México. I was training dancing and dance teaching. Member of the dancing crew performing at the park High Chaparral in Sweden.

07-08 2007 **Dancer** Member of the Folk Dance Group Yii Má  
Performed in the dance festival "Cork Folk Dance Festival" in Ireland and Amsterdam.

07-08 2006 **Dancer** Member of the Folk Dance Group Yii Má  
Performed in the dance festival "Kupalnocka" in Poland.

## Interests

Dance, cuisine and spirits, makeup art, hair styling, social events, running, travel