**RESUME**

Celia Riquelme Leon

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**CAREER OVERVIEW**

As a Project Manager I have experience working in Quilpué City Hall (Chile) for a whole year in 2016, was about a socio-economic evaluation of a pedestrian walk, the project was postulated to a competitive fund provided by Chilean Government and it was successful. Now is waiting for it to run.

I hold a Degree in Industrial Civil Engineer and gained a Certificate IV of Project Management Practice in 2018. As an Engineer I’m trained to perform in smalls, medium and large companies that require planning, operating and managing their production processes and service provision.

This last year I have dedicated myself to deepen my studies and improve my skills as a project manager and working as a trainer of artistic gymnastics so I have acquired the greater capacity for organization and time management, I have attention to detail and it’s easy for me to learn on my own. My goals are to be part of a great team where I can develop as a professional, get more experience and deliver all my knowledge and skills to develop my work effectively and efficiently.

**QUALIFICATIONS**

Currently completing a Diploma of Project Management

Certificate IV Project Management Practice attained in 2018

Graduate Diploma Degree in Industrial Civil Engineer attained in 2016

Certificate in management and innovation attained in 2016

Bachelor’s Degree in Engineering in 2015

**KEY SKILLS, COMPETENCIES AND ATTRIBUTES**

* Ability to adapt to challenges and high-pressure environments
* Excellent organization and time management skills
* Self-motivated and result-oriented
* Highly reliable to work autonomously and with others in a team
* High capacity of data analysis.

**CAREER BACKGROUND**

**Olympic Fun & Fitness**

Apr 2018 to present

Coach

Current duties and responsibilities include:

* Assist in the correct teaching of children gymnastics
* Abide by the Olympic Fun & Fitness program
* Be available to volunteer my services for special events

**Jollettes Gymnastics**

Apr 2018 to present

Assistant Coach

Current duties and responsibilities include:

* Abide by all Organization Employee Contract / Agreement, Policies, Code of Behavior and Safety Procedures
* Assist in the correct teaching of children gymnastics
* Abide by the Jollettes Gymnastics program
* Assist in the set-up and pack away of equipment
* Be available to volunteer my services for special events

**Quilpué City Hall**

Mar.2016 to Dec.2016

Project Manager

Duties and accomplishments:

* Played key role in creative design for prominent pedestrian walk.
* Performed data analysis and made recommendations to enable project delivery within time and under budget.
* Socioeconomic evaluation of the project

**OTHER WORK EXPERIENCES**

**Nehuenco Colbún thermoelectric – Quillota, Chile**

Jan.2016 - Mar.2016

Internship

Duties

* Control and budgetary monitoring.
* Re-formulation of draft Procedures for Analysis of Sustainability and
* Reliability for the Early Maintenance Management in Colbún.

**National Service of Women- Valparaiso, Chile**

Jan.2015 – Jul.2015

Internship

Duties:

* Collaboration in the generation of information from a cadastre of the Work with omen in all the municipalities of the region.
* Diagnostic realization on entrepreneurship of women in the V region for the preparation of a National Fund for Regional Development.
* Elaboration of project profiles.
* Inventory records

**CERTIFICATES, SEMINAR ATTENDANCE AND ADDITIONAL TRAINING**

* Working with Children Check
* First Aid and CPR Check
* Part of the National Team of Women’s Artistic Gymnastics of Chile (2008 to 2012)

**Availability:** Part time

### REFEREES

### Daniel Grigson

### General Manager Olympic Fun & Fitness

### 0410939245

### Alejandro Cordova

### Industrial Engineering Director, Andres Bello University, Chile

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