

# María Camila Cala Chaves

## Industrial Engineer - Green Belt



Graduate professional from the Julio Garavito Colombian School of Engineering, with expertise in optimizing administrative and operational processes using **Lean Management** and **Six Sigma** methodologies. Specialized in process mapping, waste elimination, and standardization to enhance customer satisfaction and meet industry standards.

During my two years in Australia (2022-2024), I improved my English proficiency and contributed to process improvement projects in the hospitality sector, enhancing my ability to deliver excellent customer service. Currently enrolled in a **Data Analysis** Program at TripleTen, focusing on data visualization, statistical analysis, and Python programming to integrate advanced data techniques into workflow optimization and operational efficiency.

Results-oriented, responsible, and empathetic, with strong organizational skills and a high level of commitment, I am always ready to take on new challenges and contribute to the growth of the team and the company.

## Contact

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 **Located in:**  
Bogotá, Colombia

## Professional Experience

### Lean Office Analyst

**AR Construcciones | Feb 2025 - Ongoing**

- Lead Value Stream Mapping (VSM) to identify inefficiencies and implement process improvements in construction projects.
- Automate data processing and reporting with Power Query, reducing manual tasks and enhancing accuracy.
- Design and deploy Power BI dashboards for real-time tracking of key performance indicators (KPIs).
- Optimize workflows using Lean tools such as process visualization, pull systems, and continuous improvement initiatives.
- Develop and manage databases for AI-driven knowledge management, capturing key insights and best practices to enhance decision-making.
- Foster cross-functional collaboration to align teams with strategic and operational goals.
- Document, standardize, and sustain process improvements, ensuring accessibility, compliance, and long-term impact through structured knowledge management.

### Process Optimization Analyst

**Autogermana | Feb 2022 - July 2022**

- Redesign processes to ensure the implementation of improvement proposals resulting from the situational analysis of the company's strategic projects.
- Map out general processes, procedures, and instructions as part of the company's strategic project requirements.
- Periodically analyze the internal functioning of processes, generating proposals for time optimization and productivity improvement.
- Develop a work plan for the processes to be redesigned in collaboration with area leaders, ensuring its implementation.
- Measure the efficiencies achieved in the redesigned processes.
- Conduct internal audits of e-commerce processes.

### Process Analyst

**Unión Soluciones | June 2021 - Jan 2022**

- Develop, design, implement, and improve key business processes.
- Provide support for internal audits across all company areas.
- Document manuals and procedural policies.
- Manage, update, and control the document management system.
- Design and ensure compliance with the process map.
- Support ISO 27001 certification processes.
- Manage projects focused on meeting the needs of internal and external customers.
- Implement Business Process Model and Notation (BPMN) methodology for flowchart design.
- Apply agile methodologies (Six Sigma) for comprehensive process and project analysis.
- Design and execute testing plans during software system implementation.

### Administrative Coordinator

**Ceyco Ingeniería S.A.S | Sept 2020 - March 2021**

- Responsible for overseeing and improving the Human Resources Department.
- Manage and monitor the Occupational Health and Safety Management System.
- Establish, document, and maintain policies and procedures for the Technology and Administrative Departments.
- Maintain direct relationships with vendors under purchase and service orders.
- Approve invoices and payment requests from administrative suppliers and internal staff.
- Supervise and monitor administrative assistants.
- Route, track, and ensure compliance with the mail delivery process.

## Competencies

- Power BI
- Bizagi Modeler
- Advanced Excel
- Basic SAP
- Cross-functional Collaboration
- Agile Methodologies

## Skills and Strengths

- Advance English: C1
- Leadership & Team Management
- Problem-Solving
- Customer Focus
- Adaptability & Communication

Production Intern

Cerámica San Lorenzo | Dic 2019 - Aug 2020

- Process improvement through time and motion studies.
- Conduct internal audits of performance indicators, management dashboards, and 5S audits.
- Monitor action plans across all company departments.
- Train and educate operational staff on continuous improvement tools.
- Update and track rejected materials in the production plant.
- Develop procedures, routines, and instructions to ensure operational standards are up to date.
- Support the organization's continuous improvement initiatives.
- Oversee and verify cleaning sessions in the production plant.
- Manage operational staff.

Education

Escuela Colombiana de Ingeniería Julio Garavito

Bachelor's Degree in Industrial Engineering | 2015 - 2020

Academic Achievements

- Member of Chapter 760 IISE.
- Administrative Monitor of Industrial Engineering.
- Academic Monitor of Materials Science.

Colegio Bilingüe Tierra Nueva

High School Diploma| 2009 - 2014

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Additional Studies

Tripleten

Data Analytics Program | September 2024 - Ongoing

Pontificia Universidad Javeriana

Diploma in Lean Six Sigma - Green Belt | June 2021 - Aug 2021

Politécnico de Colombia

Diploma in Process Management | May 2020

Politécnico de Colombia

Diploma in Project Management | June 2020

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References

Jenny Angelica Aldana

Direct Supervisor Unión Soluciones

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Paola Vázquez

Direct Supervisor Autogermana

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