

FLOR KARINA CORTÉS RAMÍREZ

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EDUCATION

Instituto Tecnológico y de Estudios Superiores de Monterrey (Córdoba, Ver)

- International Business Bachelor (2007 - 2012) International Logistics
- Certificate: Tourism Business Administration (2008 - 2010)

Colegio de Bachilleres del Estado de Veracruz

Bachelor Studies (2002 - 2005)

DISTINCTIONS AND ACADEMIC ACHIEVEMENTS

Instituto Tecnológico y de Estudios Superiores de Monterrey (Córdoba, Ver)

GPA: 93.88

Scholarship and Honorific Mention

Graduate Student Development (2012)

Best Academic Projects (2010)

PROFESIONAL MEXPERIENCE

<u>JAS</u>	Special Account Specialist	Guadalajara, Jalisco	(2017 - 2022)
<u>FORWARDING DE MEXICO</u>	<ul style="list-style-type: none">• Direct communication with: Customers (Importers and/or Exporters), Customs Brokers, Shipping Companies, Coloaders, Correspondent Agents, Carriers.• General activities: Customer Service, cost estimate for payment to suppliers, pre-billing and billing, pricing, report generation, document delivery management.• Operational monitoring: CargoWise One (C1) software, sending and/or receiving of pre alerts, generate insurance policies, booking request, review of requirements prior to release merchandise to final consignee, exchange of information and/or documentation with Customs Broker and Corresponding agents, support to generate EUR1 doc, review of BL's, arrival confirmations, coordination of inland shipments.• Knowledge of: Customs Law, LIGIE, Incoterms, RRNA, Air transport coordination		
<u>MEXICO AIR CARGO SYSTEMS</u>	Traffic Executive	Monterrey, Nuevo León	(2014 - 2017)
	<ul style="list-style-type: none">• Direct communication with: Customers (Importers and/or Exporters), Customs Brokers, Shipping Companies, Coloaders, Correspondent Agents, Carriers.• General activities: Customer Service, costing and pre-billing, payment request to suppliers, pricing, reports, physical closure of operational files.• Operational monitoring: sending and/or receiving of pre alerts, booking request, review of requirements prior to release merchandise to final consignee, exchange of information and documentation with Customs Brokers, Feedback to Correspondent Agents, Inland transportation requests, review of BL's, arrival confirmations in destination.• Knowledge of: Customs Law, LIGIE, Incoterms, RRNA, Air transport coordination		
<u>ITESM CCV</u>	Internship	Córdoba, Veracruz	
	<ul style="list-style-type: none">• International Business Students Society• 18th Congress of International Business "Tendencia al Éxito" (Trend Success)• Market research for the internationalization of laboratories BIOTTEK in South America• Market research for the export of "trucha arcoíris" of producers in "Metlac Solano, Ver"• Students group ECOTEC, "Ecología del Tec"• 2nd International Business Symposium, "Todo es Exportable"		
			2011 - 2012
			2012
			2011
			2010
			2010

<u>IMPRESIÓN Y</u>	Management & Operative	Córdoba, Veracruz
<u>ARTE IMPRENTA</u>	<ul style="list-style-type: none"> • Management activities of billing and purchases. • Offset printing, folio, screen, design, image enhancement. 	2013 2006 - 2010

COURSES AND CERTIFICATES

Diploma course on International logistics. ETTA/EDUCI, Guadalajara, Jal. (October 2020 - December 2020)
Legal and Fiscal Protection of Freight Forwarders, AS Consultores, Mexico City, March 2017
12th International Congress of Engineering and Information Technology, "Walking through the future" (2011)
17th Congress of Business "Innovation in Motion" (2011)
10th & 11th International Congress of Engineering and Information Technology, "Evolution Starts Now" (2010)
Mentor "Prep@net" job (2009 - 2010)

KNOWLEDGE AND SKILLS

<u>English</u>	Profesional proficiency	Time Management	Initiative
	CargoWise One	Adaptability to change	Punctuality
<u>Computing</u>	Shipping line platforms	Continuous training	Perseverance
	Microsoft Office	Creativity	Responsability
	CorelDraw design	Communication	Stresswork
		Honesty	Teamwork

*Availability to change residence and travel

*REFERENCES TO APPLICATION OF INTERESTED