



MARIA FERNANDA HERNANDEZ GARDUÑO

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FORMATION

Faculty of Engineering, National Autonomous University of Mexico

Geological Engineering: Earth Sciences

In degree procedures.

Certified in "Evaluation of investment projects" – UNAM, Palacio de Minería

EMPLOYMENT HISTORY

Billing and conciliation | Mercadazo

09/2020 - 11/2020

- Perform all the conciliation of the monthly sales made through electronic commerce and make credit notes and the corresponding billing.

Social Service – Assistant Coordinator | National Hydrocarbons Commission - CDMX
01/2020 - 07/2020

- Administration of the databases of the Contracts of oil zones (Geophysical Records, Depths, areas of polygons, geological formations, periods of tests and studies, approximate investments) as well as the optimization of processes for their easy access, interpretation, and agility of consultation. Preparation of reports on the allocations to Petróleos Mexicanos and the use of resources.

Project Supervision Assistant | Grupo Jacody SA de CV - CDMX

01/2018 - 02/2019

- Surveys of urban projects (wells, landslides) in cartographic, housing, and georeferencing of work areas, use of Geographic Information Systems (GIS's) for the different projects. Additionally, I was in charge of writing field reports, both the progress reports and the final reports, which were made with the interpretation and management of all the documentation that each project generated throughout its development.

| **Financial Advisor** | Seguros Monterrey New York Life, S.A. de C.V. - CDMX 09/2015 - 02/2016

- Support the general population about their financial situation, providing advice and savings options for retirement plans or life insurance that the company offers, creating a culture of saving with the realization of financial campaigns, which consisted of field surveys, where information was collected on monthly income, work situations, and life plans of potential customers, as well as the creation of databases and management of this, to capture a larger sales market.

LANGUAGES

Spanish: Native language

English: C1

Advanced

German: A2

Basic

SOFTWARE ANNEX

Microsoft Packaging (Advanced Excel, PowerPoint, Word), Geographic Information Systems (ArcGIS, QGIS)