

# Diana Milena Salgado Arbelaez

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dianamilenasalgado

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Malta, 07 March 2020

**Subject:** Interested in administrative assistant job

Hello,

My name is Diana Salgado, I am looking for an Office Assistant Job.

I have experience in office tasks, marketing, and sales management.

I am from Colombia, I am a hard worker, I have strong verbal and written communication skills, I am good with customer services, I am a Microsoft Office tools expert, also I know about marketing online tools.

I am fast learner, and I am known to be organized and for being a person who is constantly improving the Company intern processes.

During the mornings I am studying at Ace English in St. Julians, until 2:30 pm, so I am available from Monday to Friday from 3:30 pm until close, and Saturdays all the day.

I am available for interview at any time convenient for you.

Kind regards,



Diana Milena Salgado Arbelaez

📎 Enclosed: Curriculum vitae, Language passport

## PERSONAL INFORMATION

## Diana Milena Salgado Arbelaez



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Sex Female | Date of birth 10 Jul 1981 | Nationality Colombian

## JOB APPLIED FOR

## Administrative assistant

## WORK EXPERIENCE

27 May 2019–25 Feb 2020

## Administrative assistant

HR SOLUTIONS

Cr 45a No. 101 – 16, 110111 BOGOTA (Colombia)

<https://hrsolutions.com.co/>

- Generating and following business opportunities.
- Managing consultative sales
- Doing commercial proposals.
- Creating, maintaining, and entering information into CRM databases.
- Creating and designing online marketing strategies
- Developing commercial alliances
- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Coordinating events as necessary.
- Aiding with client reception as needed

Business or sector Professional, scientific and technical activities

## EDUCATION AND TRAINING

1 Jun 1998–30 Aug 2008

### Industrial Engineer

ICESI UNIVERSITY, CALI (Colombia)

- Business management
- Marketing and sales management
- Market research
- Quality systems management
- Process and procedures improvement
- Microsoft Offices tools management

## PERSONAL SKILLS

Mother tongue(s) Spanish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B2	B1	B1	B2
English Proficiency					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages - Self-assessment grid

### Communication skills

- Good verbal and written communications skills gained through my experience as sales manager during almost 10 years at different industry sectors, like technology, education, marketing consultancy, logistic, fashion and manufacture.

### Organisational / managerial skills

- Good organisational skills gained as administrative assistant in different companies. I am known to be organised specially with the data information.
- Good digital marketing skills gained as a director of a Digital Marketing Consultant company, where I published online tutorials to guide how to do by yourself, marketing strategies applied to your entrepreneurship.
- Leadership skills gained as director of a beach hotel with a team of 16 people, and as director of a government program to digital entrepreneurs with a team of 20 consultants.

### Job-related skills

- I am known for being a person who is constantly improving the Company intern processes, and for contribute to the productivity of the area where I am.
- I have good mentoring skills gained as a director of sells team Works, I was responsible for the training and induction of new sellers, through an online tutorial content that I designed.

### Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

ICESI UNIVERSITY

- I am a Microsoft Office tools expert (Excel, Word, power point)

- I know about digital marketing tools
- Also, I am technological fast learner.

**Other skills**

- I love dance and teaching salsa, because I am from Cali, Colombia where the salsa dancers are professionals competitors

Diana Milena Salgado Arbelaez

Mother tongue(s)






Spanish

Foreign language(s)

English

## English

### Self-assessment of language skills

UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
<b>B1</b> Independent user	<b>B2</b> Independent user	<b>B1</b> Independent user	<b>B1</b> Independent user	<b>B2</b> Independent user






### Certificates and diplomas

Title	Awarding body	Date	Level*
English Proficiency	ACE ENGLISH MALTA	03/03/2020	B1

### Linguistic and intercultural experience

Description	Duration
<b>Using languages at work:</b> SAP Training in Colombia: I was trained with the english tutorial of SAP about the product called SuccessFactors of the SAP Suite during 4 months.	27/5/19–25/2/20
<b>Using languages at work:</b> Internship University program in New York (USA): I was working speaking english at the Colombian Amercian Association entity for 6 months	1/2/08–30/8/08
<b>Using languages at work:</b> Work-experienced University program in Michigan (USA): I was working speaking english at a Marriott Resort for 2 months	1/5/04–1/8/04

# Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic user	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken interaction]	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

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