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| Education |  | **Bachelor in International Business** **AUGUST 2011-MAY 2016** INSTITUTO TECNOLOGICO DE ESTUDIOS SUPERIORES DE MONTERREY CAMPUS GUADALAJARA | |
|  |  | **CONTINENTAL GUADALAJARA DIC 2016-PRESENT** | |
| Experience |  | Logistics MRO Jr (Temporal). Process the request shopping’s and give follow up to push order, ensure the delivery time of the material / control in the inventory (MRP), give instructions to the custom agent to import materials, process shipments and ensure invoice entry into SAP. **BT RECYCLING SOLUTIONS S DE RL DE CV MAY 2016-DIC 2016**Traffic Auxiliary Carryout international shipments and national freights, archive documents and freight shipments, make inventories according to annex 24 of reglas de caracter general 2016, talk with customers, suppliers and customs agents,process the request of the clients. **MULTISERVICIOS AUTOMOTRIZ**Administrative Assistant **JANUARY 2006-PRESENT** Create electronic invoices, make appointments and schedule vehicle maintenance. **TRADELINK**Preventive Audit in Foreign Trade **MAY-AUGUST 2015** Analyze documents that must be attached to the import and export request (article 36 LAD), requirements of commercial Import Bill (RCGM 3.1.5), Review sheet value protest and the spreadsheet (art. 59 LAD), check the import and export request (annex 22 RCGMCE). **TOC MEXICO**Forwarder **JUNE-SEPTEMBER 2014** Analyze insurance charge, payment for insurance providers, check the documents for import/export and talk with customers, logistics shipments. | |
|  | **Habilities** | **Related Courses** | |

**Objective :** Offer and develop all my innate capacities obtaining an excellent result in the work and the assigned area. Acquire through the responsibility and trust in me deposited an unparalleled experience, with which I will achieve an important step in my personal improvement, along with the pride of being part of your team.

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|  |  | * **BASIC IN CONTPAQ** * **ASPEL // MICROSOFT OFFICE** * **SAP** * **ANNEX INVENTORY 24** * **ENGLISH** (advanced) * **CHINESE** (basic) |
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* **Exchange in Spain** (Management and planning of projects) (December 2015) CETT
* **Certification of student council** (April 2013) ITESM CAMPUS GUADALAJARA.
* **Workshop pricing of exports and import** (January, 2012) ITESM CAMPUS GUADALAJARA.
* **Terms of International Negotiation 2010** (January, 2012) ITESM CAMPUS GUADALAJARA.
* **Certification of Trinity Collage London** (English) (October, 2012)