

Angie Wilchez

Human Resources Manager - Tekforce Corporation

Fremont, CA - Email me on Indeed: [indeed.com/r/Angie-Wilchez/4c140bbf87ed7df0](https://www.indeed.com/r/Angie-Wilchez/4c140bbf87ed7df0)

WORK EXPERIENCE

Human Resources Manager

Tekforce Corporation - San Ramon, CA - August 2016 to Present

- Optimize compensation and internal benefits for Tekforce' employees.
- Measure and track employees performance
- Prepare onboarding documentation for consultants with new projects.
- Provide assistant to consultants and in-house employees with any query regarding immigration compliance, benefits and payroll applications.
- Implement organizational structure, training and recruiting programs and performance appraisal system.

Business Development Manager

Tekforce Corporation - San Ramon, CA - March 2015 to June 2016

- Maintained employee relations/management, internal/external client relation and talent development/skill enhancement of engineers employed for the company.
- Responsible of headhunting, sourcing, prescreening, preparing candidates for interviewing, technical skill assessment of engineers, background and reference checks, salary negotiations, closing and delivery for various engineering projects.
- Screened, prep, interviewed and placed candidates at various engineering position.
- Developed new business through prospective, cold- calling and networking.
- Contacted end clients trying to avoid middle layers.
- Marketed IT consultants with different vendors to get a project in Apple, Cisco, Wells Fargo, Facebook, SCIF, E*trade Financial.
- Optimized IT Investments outsourcing IT Staffing (Java, Python, Ruby on rails, Oracle DBA)
- Built new relationships and maintaining existing client.

Sales Associate

Coca Cola FEMSA - Bogotá, CO - August 2012 to December 2012

- Dealt with customer queries, analyzed competitors and looked out ways to enhance sales.
- Facilitate and manage customer satisfaction studies, and strategic business projects where key business information is gathered and utilized for future decision making
- Contacted potential customer to sell products
- Achieved sales quotas with 95% of effectivity
- Provided excellent customer service
- Promoted new Coca Cola products, through marketing events.
- Analyzed the specific needs of customers using surveys to develop data driven pitches.
- Created distribution strategies identifying good vendors.
- Compared ranking signals, strengths and weaknesses of the company
- Crossed sell business outsourcing solutions to an existing client base.
- Networked in person and over the phone with key decision makers in a designed territory.
- Represented stand-alone products of genuine interest to customers.
- Kept tracking of domestic distribution

Intern as a Market Research Analyst

Chamber of commerce Colombo - Bogotá, CO - November 2011 to June 2012

Nov'11- Jun'12

Worked in the analytic team to drive strategic thinking analysis and insights on how to enhance the relationship between Colombian and Peruvian market.

Responsibilities:

- Gather data on Peruvian competitors, prices, sales; analyze their marketing and distribution methods to create new penetration strategies.
- Proactively identify gaps and opportunities from conversion funnel
- Perform analyses and provide interpretation, guidance and strong recommendations to aid decision making and inform business planning.
- Stay current on digital marketing and ecommerce trends from Peru and update Colombian companies on how to get new Peruvian markets.
- Research and evaluate market opportunities and consumer behavior to increase revenue to most Colombian companies affiliated to COLPERU.
- Attend company meetings with product managers with companies affiliated with COLPERU and ANALDEX and propose different strategies on promotion, distribution, design, and pricing of company products or services.
- Create, launch and manage testing/targeting optimization initiatives.
- Analyzed data using both quantitative and qualitative methods.
- Organized International fairs to promote Colombian products and offer information about the Peruvian market.
- Performed data analytics and created various market segment reports using SQL and ACCESS.
- Developed Market Analysis, Product Penetration research, Competitors survey, Qualitative/Quantitative market and risk analysis.

EDUCATION

Associate in Business

LAS POSITAS COLLEGE - Livermore, CA

June 2016

Bachelor's in International Business

UNIVERSIDAD PILOTO DE COLOMBIA - Bogotá, CO

December 2012