



Dear Sir/Madam,

I would like to apply for this vacancy advertised on the job website. I feel that I have the relevant skills to support my application.

I have ten years of experiences as giving support to HR BPs in responsibilities related to the employee life cycle. I can support a regarding recruitment, posting Jobs, interview, On-boarding, well-being, prepare reports for the KPIs and project coordination. I am a discipline, committed, planning and leadership.

Please find attached a copy of my CV / Resume for your information.

Yours faithfully,

Kelly Johana Cantillo Anaya.
Psychologist.
Master in Human Resources Management



**Psychologist, Master in
Human Talent Management.**
Medellín-Colombia



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SOFT SKILL

I'am Discipline, leader, continuous
learning ability, Diplomat,
Innovate, Respectful and
Persuasive person.

WORK HISTORY

DANISH REFUGEE COUNCIL (10-12-2018 Until 15-06-2020).
Human Resources Coordinator

Provide general advice, coordination and technical support to the Human Resources team, procedures and guidelines of the sub-processes of the area in: Recruitment and selection, hiring, training and development, performance management, well-being, compensation and perks.

CAJA DE COMPENSACIÓN DEL SUBSIDIO FAMILIAR-COLSUBSIDIO-(16-03-2016-07-10-2018).
Training Coordinator.

Guarantee and manage training programs by monitoring management indicators according to requirements of the strategic training plan.

CORPORACIÓN COLOMBIANA DE INVESTIGACIÓN AGROPECUARIA (22-02-2013-hasta 13-03-2016).**Human Management Leader.**

I was leading personnel management, selection and hiring, training and development, occupational health, well-being, payroll and personnel administration, complying with the quality standards and established work plans.

Empresa de Servicios Temporales: 02-09-2009 hasta 20-02-2013). **Recruitment and Selection Psychologist.**

EDUCATION

Master in Human Talent Management. Rafael Belloso Chacín University. 2018.

Specialist in Human Resources Management. Jorge Tadeo Lozano University. 2011.

Professional Degree: Psychologist. University of Magdalena. 2008
IT Skill. ERP: Sap. Dynamics 365, Microsoft Office.