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 expiriences as giving support to HR BPs in responsibilities related to the employee life cycle. I can support a regarding recruitment, posting Jobs, interiew, 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

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| **Psychologist, Master in Human Talent Management.****Medellín-Colombia**  |  | | --- | | ADDRESS: CALLE 76 n. 80-205 | | [kellyj.cantillo@gmail.com](mailto:kELLYJ.CANTILLO@GMAIL.COM) | |  | | PHONE: 3008609166 -3183830929 | | **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.  CORPORACIÒN COLOMBIANA DE INVESTIGACIÒN 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. | |