

Andrea Natalia Zapata Villa

BILINGUAL RECRUITER

Phone: 57+ 3043102778 **E-mail :** andrea_nzv@hotmail.com **Barranquilla, Atlántico**

Bilingual Recruiter and Administrative Assistant, with an HR and Accounting associate degree, student of a bachelor degree in Foreign Languages with emphasis in English. A person with excellent personal presentation, capable of handling clients in a diplomatic and tactful manner. Flexible, with the ability to adapt to changes, dedicated, responsible and with a spirit of commitment to my work. Ability to learn quickly and open to acquiring new tasks and responsibilities. Willingness to work as a team and own criteria to act promptly. Able to work effectively without supervision, giving due priority to assigned tasks.

WORK EXPERIENCE

Solvo Global July 2022 - Current

- Recruiting
- Sourcer
- Cold Calling
- HeadHunting

Artist in Residence Distillerie 2019-2022

- Portfolio Validation and Collection
- Inventory
- Registration of Cash Receipts, Billing
- Enlistment of Orders
- • Payments to Suppliers, Promoters and Sellers
- Validations with the Accountant for presentation of Taxes and any other relevant information. • Petty Cash Management
- Customer Service via Email, WhatsApp or calls.

Tecnomovil SAS 2014 - 2019

- HR Internship - 6 months
- Leader of Selection Processes (recruitment, tests, hiring).
- Payroll support.
- Welfare
- Portfolio Validation – Datacrédito Reports.

Sutherland Global Services BPO 2011 - 2013

- Customer Service
- Sales

Iron Horse Security & Investigations 2010 - 2011

- Organization and Carrying out Payroll (Employees in Ottawa and Toronto)
- Assistant to the Head of Operations in the recruitment and interview process. • Portfolio (support to the chief accountant)
- Archive
- Application of the laws of Ontario, Employment Standards Act 2005

APPLIED STUDIES

- Bachelor's Degree in Foreign Languages with Emphasis in English. UNAD 2021 - Current.
- Business Management Associate degree 2016 - on hold.
- Associate Degree in Human Resources 2014.
- Administrative Assistant Associate degree 2008.
- Accounting Course 2002.

LANGUAGES

Spanish: Native
English: C1



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SOFT AND HARD SKILLS

- * Office reception
 - * Management of Microsoft office
(Word, Excel, Power Point, Outlook)
 - * Service and attention to the client and
labor personnel
 - * Portfolio management
 - * Petty cash management
 - * File management
 - * Excellent time management
 - *Attention to details
 - *Organization
 - *Punctuality
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