

MARCELA SIERRA CUBILLOS

Bilingual Recruiter

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Barranquilla, Colombia

Currently working as a bilingual recruiter at Solvo Global, with experience in selection processes, writing documents quickly, leadership, sales, customer service solving different client situations. Proactive and persuasive person, with good analysis capacity and good teamwork adaptation.

EDUCATION

Criminal law diploma

2021 - Currently

Universidad del Norte
Barranquilla, Colombia

Lawyer

2017 - 2022

Universidad del Norte
Barranquilla, Colombia

EXPERIENCE

Bilingual recruiter

May, 2022 - Currently
Solvo Global

Recruitment and human talent selection. Hot and cold calling, interviews and providing feedback, establishing hiring needs.

Legal assistant

INTERNSHIP

Feb, 2022- May, 2022
Fundación FUVADIS

Responsible for writing legal documents and bringing an excellent customer service. Budget management knowledge, develop reports, quick reading and support gender violence victims.

Customer service representative

Jun, 2020 - Jan, 2021
Teleperformance
Sirius XM

Responsible for attending calls, solving technical problems, offer promotions and sell different products.

SKILLS

Languages

- Spanish, native
- English, B2
- Italian, A1

Soft skills

- Assertive communication
- Teamwork
- Persuasion
- Interpersonal abilities
- Time management
- Proactivity
- Loyalty
- Focused

Hard skills

- Microsoft Office knowledge
- Profile analysis
- Google analytics
- Legal