

Lenny Dávila

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Managua, Nicaragua

INDUSTRIAL AND SYSTEMS ENGINEER

I am an enthusiastic and committed individual, passionate about acquiring new knowledge and facing challenges. My proactive approach and problem-solving skills enable me to quickly adapt to different situations. Additionally, I possess excellent communication and teamwork skills, allowing me to collaborate effectively with colleagues and contribute to achieving common goals. I am creative, results-oriented, and always eager to learn and grow professionally.

HARD SKILLS

- Odoo ERP (Accounting, Invoicing, and Inventory)
- TIBC JasperSoft

- Office 365 (Advanced Excel)
- Quicksight
- Basecamp

SOFT SKILLS

- Data Analysis
- Problem Solving
- Teamwork

PROFESSIONAL EXPERIENCE

Assistant Manager - Caplin Point Laboratories - Neoethicals Nicaragua

Oct 2023 - May 2024

As Assistant Manager, my role was pivotal in supporting the Country Manager, encompassing a wide range of critical responsibilities for the effective operation of the company. This included drafting professional emails, managing their schedule, preparing meeting minutes, and compiling reports and critical data analyses for managerial decision-making. Additionally, I maintained ongoing sales performance tracking, supervised goal execution, contributed to budgeting and sales projections, and actively participated in decision-making processes. These activities demanded efficient time management, sharp analytical skills, and effective decision-making ability, thereby strengthening operational efficiency and achieving organizational goals.

Administrative Intern - Caplin Point Laboratories - Neoethicals Nicaragua

Jul 2023 - Oct 2023

During my administrative internship, I played a key role in Human Resources by organizing and filing employee documents. Additionally, I assisted the Sales Analyst, handling product invoicing for special clients and preparing daily and weekly reports on sales performance. These responsibilities helped me develop skills in document management, attention to detail, and interdepartmental teamwork.

EDUCATION AND CERTIFICATIONS

Industrial and Systems Engineering - Acte
Thomas More University, Managua, Nicaragua

Bachelor of Science and Letters - 2019
La Anunciación School, Managua, Nicaragua

EXTRACURRICULAR ACTIVITIES

Neoethicals S.A. Volunteer Work
Active Participation