

PROFESSIONAL EXPERIENCE

Trainee of professional internship (Quality Management)

Concejo Municipal of Popayan Aug 2018 - Dec 2018 Colombia

Quality Management Assistant in activities such as:

- Documentation, update and follow up to the Quality Management system of the corporation (ISO 9001:2015).
- Elaboration of characterizations of the processes.
- Elaboration of Quality Management Manual.
- Elaboration of profiles of positions, functions and competences of employees.

Advisory Independent

Self- employed Jan 2016 - Jul 2018 Colombia

- Advisory independent in good manufacturing practices (GMP) for small food businesses.

- Commercialization and sale of homemade dairy products.

International Volunteer

AIESEC Mexico city Aug 2015 - Dec 2015 Mexico

* Project 1 (August- October):

Working with a non-governmental organization (NGO) named Mujer Flor de Vida which is in charge of helping women in scarcity situations to develop their economy through different activities, mainly the followings:

- Advising and support in administrative tasks, management, event logistics, control of donations, handling of food inventory, delivery of food and markets to beneficiaries of the NGO, handling of petty cash and execution of fund raising activities for the Foundation.
- Helping in the coordination of the employees at Mujer Flor de Vida Fundation, assigning tasks.

Developing activities with the women, their families and interviews for the aspirants mothers interested to be affiliated to the foundation, in addition to review and analyze their documents.

* Project 2 (October- December):

Working with a StartUp named Wave Group, in activities helping companies and entrepreneurs to develop their business and projects.

- Looking for Mexican social enterprises to be developed by wave group.
- Designing and carry out projects implemented by Wave Group in those social enterprises.
- Generating strategic alliances all around Mexico to increase social projects value.
- Communicating with social enterprises in other cities to promote social initiatives created and developed by Mexican organizations.

SUMMARY

Positive person able to assume new professional challenges as Industrial Engineer, I'm a person characterized by being highly responsable and disciplined, with strong skills of teamwork and leadership

LANGUAGES

Spanish	Native
English	Advanced

SKILLS

Advanced

- + Empowerment of others
- + Leadership
- + Work Ethic
- + Self Awareness
- + Self-Confidence
- + Creativity
- + Adaptability
- + Client servicing
- + Microsoft Excel
- + Microsoft Powerpoint
- + Microsoft Word
- + Internet usage
- + Windows PC usage
- + Presentation skills
- + Windows
- + Sales
- + Problem Solving
- + Handling Pressure
- + Collaboration
- + Team Management
- + Facilitation

Intermediate

- + Salesforce
- + Human Resources
- + Relationship Management
- + Solution Orientation
- + Operating systems
- + Project Management

Community Consultant

Women's Foundation (NGO) Feb 2014 - Feb 2015 Colombia

- Promoting social inclusion program for small entrepreneurs from areas of low socio-economic status in the city.
- Coordinating and supervising teams of small entrepreneurs.
- Promoting economic and social development preferably low-income, female entrepreneurs by providing training and advice for the development of their businesses.
- Promoting leadership of low-income, female entrepreneurs, facilitating access to microfinance products and services.
- Strengthening the customers skills with managing their small businesses to generate positive changes in them, their families as well as social environment.

Business Advisor

Apialimentos Cauca Jan 2013 - Jul 2013 Colombia

- Client acquisition through the promotion and sale of apiculture products.
- Customer service.
- Business Advisor.

- + Financial management
- + Market Research
- + Data Analysis
- + Time Management
- + Critical Thinking
- + Research
- + Organisational Management
- + Strategic Planning

Beginner

- + Dropbox
- + Technical Support
- + Fire Safety Engineering
- + MS Exchange

ACADEMIC EXPERIENCE

International Corporation- CIL Colombia Mar 2018 - Jun 2018

Colombia

Human Resources

University of Comfacauca Oct 2016 - Dec 2016 Colombia

Business administration

University Autonoma Apr 2015 - Jul 2015 Colombia

Audit

National Open and Distance University UNAD Feb 2014 - Jul 2019

Colombia

Industrial engineering