

Peru

Applied through AIESEC in Arequipa, Peru.

PROFESSIONAL EXPERIENCE

Administrator of the Recreational Center
Arequipa

CONAFOVICER Aug 2016 - Aug 2018 Peru

Plan in coordination with the Chief of the technical area the tasks of preventive and corrective maintenance of facilities and equipment owned by the institution.
Execute the dispositions indicated by the General Management and directory.
Supervise the good maintenance of the facilities of the Recreational Center as well as the services provided to the members. It has the repairs or acquisitions necessary for the proper functioning of the CR.
Directs, controls and supervises the staff of all areas for the good performance of their work at the headquarters.
Performs the monitoring and control of services to the partner. Supervises that the different concessions comply with offering quality products.
It attends all the administrative tasks of the headquarters. It guarantees the normal development of all the events that take place in the headquarters.
Fulfillment of other responsibilities and obligations that are inherent to its function.
Supervise collection management. Representation of the institution before protocolary events. Handling petty cash.
Selection and training of CR staff. Analyze and design work strategies in order to reach the goals of each month or project.
Financial analysis of the recreational center

Marketing Coordinator

EL MISTI HOSTELS Sep 2015 - Dec 2015 Brazil

Develop strategies to increase sales of products and services. Increase the scope of improvement of the brand image. Study the behavior of customers. Identify the needs of customers.
Develop sales and image strategies to maximize profit. Coordinate advertising campaigns.
Promote the image of the company.
Analysis of the competition. Social Networks Programming.

LANGUAGES

French	Beginner
English	Advanced
Spanish	Native
Portuguese	Advanced

SKILLS

Expert	<div><div></div><div></div><div></div><div></div><div></div></div>
+ Adaptability	
+ Handling Pressure	
+ Work Ethic	
Advanced	<div><div></div><div></div><div></div><div></div><div></div></div>
+ Operating systems	
+ Self Awareness	
+ Training	
+ Organisational Management	
+ Leadership	
+ Team Management	
+ Presentation skills	
+ Sales	
+ Strategy	
+ Professional Skills	
+ Empowerment of others	
+ Driver's licence	
+ Strategic Planning	
+ Problem Solving	
+ Critical Thinking	
+ Salesforce	
+ Financial management	
+ Windows	
+ Collaboration	
+ Microsoft Powerpoint	
+ Microsoft Word	
+ Solution Orientation	
+ Relationship Management	
+ Client servicing	
+ Internet usage	
+ Windows PC usage	
+ Data Analysis	
+ Self-Confidence	

Operations Supervisor

BS GRUPO S.A.C. May 2014 - Apr 2016 Peru

Supervise the proper development of the process of Execution of Academic Programs and supervise collection management. Supervision and monitoring of indicators of coordinators in charge of programs. Preparation and issuance of internal certificates and realization of conciliation processes for the recovery of debts. Representation of Academic Direction before protocolary events Selection and training of new personnel and designation of programs. Monitoring and supervision of the external procedures of the QMS. Advice on procedures and problem solving of academic coordinators. Special affairs coordination of special programs. Coordination, elaboration and authorization of schedules of coordinators and academic assistants. Analyze and design work strategies.

Manager Stores

Textiles Euromod S.A.C. Feb 2013 - Jan 2014 Peru

Retail

I was responsible of Personnel management, control, timetabling, personnel selection, permanent evaluation. Management and coordination with other areas for fulfilling goals. Marketing. Customer monitoring to ensure quality standards.

ACADEMIC EXPERIENCE

Universidad de San Agustin Nov 2018 - Feb 2019 Peru

Accounting, Finance

Universidad Catolica San Pablo May 2018 - Oct 2018 Peru

Public administration

Fundacao Getulio Vargas Nov 2015 - Dec 2015 Brazil

Other

Pro Avance Mar 2013 - Sep 2013 Peru

Human Resources

Universidad de Tarapaca Mar 2010 - Dec 2014 Chile

Business administration

Intermediate

- + Artificial Intelligence
- + Content Strategy
- + MS Exchange
- + Coaching
- + Content Marketing
- + Human Resources
- + Mac usage
- + Project Management
- + Time Management
- + Microsoft Excel
- + Market Research
- + Research

Beginner

- + Sharepoint
- + SAP