

Colombia

Applied through AIESEC in CENTRAL, Colombia.

PROFESSIONAL EXPERIENCE

National Project Manager

CARE Building Administration Apr 2017 - Apr 2019 Colombia

Monitors the project plan obligations regarding specifications, quality, costs and timeframes as project progresses.  
Assists with the planning and administration of projects from initiation through to completion to ensure client/internal customer satisfaction.

Administrator - Manager

Fox Ridge Luxury Senior Living Jul 2015 - Dec 2016 United States

Fox Ridge Luxury Senior Living-Home ( Bryant / North Little Rock- Arkansas )

- Managing Personal and Training
- High proficiency in operating and general maintenance of office equipment
- Deal with the suppliers for the good living of our residents
- Marketing experience
- Meeting and activities coordinations
- Experience in sales administrations
- The quantity and quality of the products and services
- Meeting the needs of the employees by motivating and stimulating proper job performance.

Achievements:  
Winner: "Best assisted living" - (North Little Rock times)  
Increased membership and output by 20% Sells employee of the month 4 times in a row

administrative officer - ( Intership )

Hotel Marriot Jan 2014 - Dec 2014 United States

Analyzed monthly inventory of computer hardware and processed client payments.

Participated in the review of quarterly earnings materials and weekly internal reporting to Senior Management.

Multi task/ front desk

ACADEMIC EXPERIENCE

Wiley College Apr 2011 - Apr 2015 United States

Business administration

SUMMARY

Professional Business Administrator with a comprehensive knowledge of payables receivables office administration and human resources, understanding of the necessary tools for maximum productivity.

LANGUAGES

Spanish	Native
English	Advanced
Portuguese	Intermediate

SKILLS

Expert	<div><div></div><div></div><div></div><div></div></div>
+ Client servicing	
Advanced	<div><div></div><div></div><div></div><div></div><div></div></div>
+ Problem Solving	
+ Human Resources	
+ Critical Thinking	
+ Project Management	
+ Microsoft Word	
+ Microsoft Powerpoint	
+ Computer	
+ Digital Marketing	
Intermediate	<div><div></div><div></div><div></div><div></div><div></div></div>
+ Microsoft Excel	