

PROFESSIONAL EXPERIENCE

Business Owner and Administrator

Graphike Feb 2018 - Present Colombia

- Creation of the business Graphike
- Design of several advertising pieces as well as graphic material for different local business and ally establishments
- Production of Audiovisual material of any type as it's required by the customers
- Talks with providers about raw material and outsourced production

Professional Auditor (Public Servant)

Gobernacion de Antioquia Nov 2017 - Dec 2017 Colombia

- Inspection of the institutes from Bajo Cauca (Antioquias Region) with the purpose of auditing them in a matter of student enrollment
- Development of reports to present the information found to the Education Department
- Make recomendations to the institutes in order to improve in the process.

Professional Practice (Technological Capacity Developing)

Comercial Nuresa Jul 2015 - Jan 2016 Colombia

- Execution and analysis of recurring reports: prices upgrade in SAP vs Nodrizza, sellers handheld performances, registration of new products on CEN system
- Management, distribution and reception of each seller handheld, delivery men and other information systems; solving problems about the handhelds as keeping in contact with both: suppliers and headquarters throughout the country
- As an achievement, the obsolete system for the handheld management was reincorporated as well as its use in the different headquarters around he country

ACADEMIC EXPERIENCE

EC School Cambridge Jan 2014 - Jun 2014 United Kingdom

Languages

Universidad EAFIT Jan 2011 - Jun 2016 Colombia

Business administration

LANGUAGES

English Advanced
Spanish Native

SKILLS

Expert

+ Creativity

Advanced

+ Adobe Premiere Pro

+ Photoshop

+ Windows

+ Self Awareness

+ Leadership

+ Problem Solving

+ Database Management

+ Database Administration

+ SAP

+ Critical Thinking

+ Data Analytics

+ Microsoft Excel

+ Microsoft Powerpoint

+ Microsoft Word

+ Handling Pressure

+ Adaptability

+ Dropbox

+ Internet usage

+ Collaboration

+ Solution Orientation

+ Self-Confidence

+ World citizenship

Intermediate

+ Adobe Illustrator

+ Time Management

+ Digital Marketing

+ Graphics and Design

+ Strategic Planning

+ Content Strategy

+ Market Research

+ Media Planning

- + Windows PC usage
- + Team Management
- + Public Relations