

Alejandra S

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Colombia

Applied through AIESEC in UNINORTE, Colombia.

PROFESSIONAL EXPERIENCE

Registration Official

Registraduria Nacional del Estado Civil Mar 2014 - Oct 2016

- Verify IDs and register voters in their polling place
- Count and register votes in the national system platform
- Supervised jury and assisted with the electoral process

Assistant General Manager

Hotel la Fuente Jun 2013 - Dec 2013

- Generated inventory and inspection report of housekeeping and appliances for rooms
- Supervised employees
- Dealt with customers suggestions and complaints

ACADEMIC EXPERIENCE

Universidad Del Norte Jan 2014 - Mar 2019 Colombia

Business administration

LANGUAGES

| | |
|---------|-----------|
| English | Native |
| Spanish | Bilingual |
| French | Beginner |

SKILLS

| | |
|-------------------------|--|
| Advanced | <div><div></div><div></div><div></div><div></div><div></div></div> |
| + Windows PC usage | |
| + Critical Thinking | |
| + Client servicing | |
| + Problem Solving | |
| + Google Drive | |
| + Collaboration | |
| + Adaptability | |
| + Internet usage | |
| Intermediate | <div><div></div><div></div><div></div><div></div><div></div></div> |
| + Recruiting | |
| + Computer | |
| + Business Intelligence | |
| + HTML | |
| + Microsoft Word | |
| + Microsoft Powerpoint | |
| + Adobe Flash | |
| + Databases | |
| + Market Research | |
| Beginner | <div><div></div><div></div><div></div><div></div><div></div></div> |
| + Microsoft Excel | |