Ericka M

Colombia

in LinkedIn

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Applied through AIESEC in ROSARIO, Colombia.

PROFESSIONAL EXPERIENCE

Asesora de Protocolo

Senado de la Republica de Colombia Jun 2016 - Present

Colombia

Support in the preparation and development of the event scheduled; Provide operational support to the head of the unit in the coordination of foreign personalities visits; Provide support in the reception, accompaniment and assistance to the delegations programmed; Provide support in the projection of award resolutions; Support in the preparation of visa applications in front of the respective embassies for Senators and their families

Auxiliar PQRS

Interaseo SA ESP Regional Magdalena Apr 2016 - Jun 2016

Colombia

Attend, analyze and process all claims requests submitted by customers; Shedule and control inspections related to claims requests that require visits customers; Verify that the information and documentation on claims requests is correct and accurate; Conceptualize and respond to the results of the claims that customers request; Keep a check on the regarding appeals filed by customers; Keep the PCCS statistics requested; Present a report to the Operational, Commercial and Cleaning area of the PCC expiration.

Auxiliar Administrativa

Interaseo SA ESP Regional Magdalena Aug 2015 - Feb 2016

Colombia

Verify the resumes of the vehicles required for the service; Analysis of the EPO (Expenditure, Payroll, and Operative) to observe the behavior of all the operating indicators and upload it to the platform for corporate decision making; Weekly preparation of comparative reports of fixed expenses, maintenance and accounts payable; Biweekly payroll analysis report preparation Vs Monthly budget of each operation.

ACADEMIC EXPERIENCE

Universidad del Rosario Feb 2018 - Oct 2019 Colombia

Accounting, Economics, Finance

Universidad del Norte Jan 2010 - Mar 2016 Colombia

Business administration, Human Resources, Marketing

LANGUAGES

English Advanced
Spanish Native

SKILLS

Advanced

- + Public Relations
- + Internet usage
- + Windows PC usage
- + Critical Thinking
- + Problem Solving
- + Self-Confidence
- + Self Awareness
- + Collaboration

Intermediate

- + Social Media Management
- + Time Management
- + Adaptability
- + Strategic Planning
- + Supply Chain management
- + Training
- + Organisational Management
- + Project Management
- + Salesforce
- + Negotiation
- + Sales
- + Financial management
- + Leadership
- + Client servicing
- + Microsoft Excel
- + Data Analysis
- + Presentation skills
- + AIESEC Leadership qualities
- + Team Management
- + Human Resources
- + Handling Pressure
- + Empowerment of others
- + Solution Orientation
- + Windows
- + Dropbox



- + Microsoft Word
- + Microsoft Powerpoint
- + Market Research
- + Work Ethic
- + Event Planning
- + Sharepoint
- + Relationship Management
- + Operating systems
- + Creativity
- + Research

Beginner

- + Technical Support
- + SAP