

Maria de los Angeles Diaz - Banzy
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RESUME

Engineer with experience in IT and Systems, Service and Purchasing Contracts, and Management, with the ability to adapt to different corporate environments and ability to solve problems.

EDUCATION

Antonio José of Sucre University Vice-Rector Luís Caballero Mejías - 1992 Caracas, Venezuela.

- Systems Engineer.

National University of Distance Education (UNED) - 2007 Madrid, Spain.

- Specialization in Information Technology Management in Organizations.
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EXPERIENCE

Paralegal (New Facet)

October 2021 – Present

IMMIGRATION LAW OFFICE OF CARMEN BELLO

- General knowledge of Immigration and support the lawyer in everything related to immigration cases.
- Interaction with clients to obtain information from their profiles and complete forms.
- Knowledge and use of the Cerenade System to upload client information, management of reminders, USCIS notices.
- Fill out forms, I-130 for petitions, I-485 for Adjustments of Status, I-765 Work Permits, I-131 Travel Permits, I-90 application for renewal of green cards, I-751 Removal of conditions, N-400 naturalization, Asylums, TPS, Waiver, Vawa, SIJ among others.
- Management of National Visa Center for consular cases.
- Make motions for EOIR court, submit change of addresses, pleadings, administrative closures, Termination Motions in court cases.

Contract Administration Supervisor (focused on the area of oil well drilling)

Noviembre 2018 – June 2020

OPERATOR HELIOS VIDAL, C.A., VENEZUELA

- Supervise Contract Administration analysts and dictate guidelines for achieving goals.

- Supervise contracting of services for projects in the oil area.
- Monitor and control the activities assigned to personnel for continuous improvement in processes.
- Analyze and review the legality of contracts and services acquired in consortia.
- Review all the information on the valuations and variations, increase or decreases of ODC/ODS (Purchase Orders/Service Orders) in the company's administrative system (SAC) and pass them to the corresponding approval level.
- Attend meetings with suppliers to carry out management regarding their ODC/SDGs.
- Manage with Finance the payments and advances to suppliers providing services to the consortium.
- Prepare organizational charts, flow charts, relationship models, activity schedules, contract administration procedures, and others.
- Monitor the contracting processes, variations, and renewal of the current ODS/ODC. Likewise, monitor and control the files sent to Finance to update payments made, and prepare tables with Accounts Payable information.
- Support in the delivery of the File to the Document Control Unit, digitization and monitoring to close them.

General Director

May 2004 – December 2015

SISTEMAS, TELEMATICA E INFORMATICA ORIENTE, C. A, VENEZUELA

- Partner of the company and general director of the company.
- Plan, control, supervise, administer, give guidelines, and direct the company for different engineering and IT projects.
- Manage financial and economic resources to produce and obtain significant profits for the company, with good performance and guarantee excellent work for our clients with an interdisciplinary human resource committed to the company.
- Define business strategies to guarantee the operation of the company.
- Maintain levels of direct and cordial communication with clients.
- Guarantee a good organizational climate and supplies of material resources to the company's staff, for internal consumption and project development.

Systems Department Coordinator

ORIENTE CONSULTORES, C. A

September 2002 – May 2004

- Coordinate, Direct, Plan, Manage, supervise the department's activities to resolve IT needs.
- Ensure the proper use of technological resources, monitor, organize, optimize.

Children's commissioner (Social Work)

March 2001 – August 2003

GOVERNMENT OF THE AMAZON STATE, VENEZUELA

- Social support work in everything related to the rights of children and women in the state of Amazonas - Venezuela Ensure through the good development of programs for children and mothers in the state.
- Support to the Amazonas Children's Foundation in everything related to the use of computing.
- General advice in the computer area, preparation, and designs for the monthly newspaper.

Customer Service Analyst – Dept. de Informática

March 2001 – August 2003

INTESA, C. A (Field Operation), VENEZUELA

- Assigned to PDVSA carrying out the Management and control of all IT infrastructure resources.
- Implementation and management of projects in the Systems area. Comprehensive support and advice in the computing area.
- Training for Systems and Computing personnel.
- Support for 2nd level users and 3rd. Level.
- Systems testing to migrate to new computing platforms and applications.

User Support Analyst

1992 – December 1996

LAGOVEN, S. A (Informatic/Materials), VENEZUELA

- Design, development, maintenance and implementation of Information Systems, Inventory Systems, and personnel.
- Netware and Windows NT Server Administrator.
- Database maintenance, support, and advice in multiple environments: Windows, OS2, DOS, Macintosh.
- Hardware and software support for PC and laptop workstations.
- Design and implement automation of Materials Management System.
- Preparation and Logistics and applications instructor in the systems and support area.
- Analysis, testing and implementation of program runs in multiple work environments.

OTHER SKILLS

- Languages: intermediate English and basic French.
- Completed Courses: Cisco System Program for CCNA (4 modules), Earned Value, Planning and Projects, Project Management, Excellence in Customer Service, Self-Directed Team Workshops,

Updating Support Skills Windows NT4, TCP/IP, Netware Network Administration, Windows NT Server, Core Technologist Windows NT, Database Management with Access, Application of management Infomaker, among other technological courses.

- Corporate Skills: positive attitude, ability to solve problems under stress, ability to prioritize responsibilities, organized and structured, but with the ability to solve unforeseen problems, ability to work individually and as a team, adequate customer service management.