

Profile

Problem solver and analytical thinker. Trained in Engineering and Psychology, along with Data Science tools and Talent Management. With a background in HR and Strategy consulting both as a consultant and as part of the administrative team. Highly motivated to investigate and analyze data, driving insights that guide strategic decisions for organizations. Bilingual, with experience in design, assessment and implementation of consulting projects, having worked with different industries in Colombia. Feels at ease with fast-paced and ambiguous environments, seeking solutions and driving projects. Goal-oriented, with an analytical capability, problem resolution and teamwork skills, great curiosity and ability to learn and continuously improve.

Knowledgeable in programming languages and data analysis tools (Python, R, Java, Javascript, Json, Pandas, SQL, mySQL, Anaconda, Flask, Keras, Tableau, Visual Basic, HTML, Excel and others).

Work Experience – References Upon request

The Boston Consulting Group,
Senior Administrative Assistant
San Francisco, CA, USA.

May, 2018 – Present

Responsibilities:

- Supporting C-Level executives within different industries in BCG, managing client relationships, inbox and outlook management.
- Ensuring the administration and logistics functions for each Manager Director and Partner's client and internal responsibilities.

Achievements:

- Promotion from temp assistant to full time Admin assistant and finally Senior Admin assistant in under 1 year.
- Maintaining and nourishing relationships with C-Level executives within industries ranging from companies within the Media and Telecommunications, Oil and Gas, Industrial Goods, Healthcare and Consumer Goods industries.

Kiwi

November, 2017 – May, 2018

Operations and Business Analyst
Berkeley, CA, USA

Responsibilities:

- Structuring and organizing general processes within the company, ensuring streamlined processes.
- Handling delivery robots, including assembly, on-the-job repairs and optimizing routing for delivery

Achievements:

- Leading the transformation from a hierarchical model to a Matrix structure, improving overall communication within areas inside the company and across teams.
- Accurately Simulating operations to depict the robots' capabilities and optimize the delivery process and routing

The Boston Consulting Group,

August, 2016 – August, 2017

Staffing and Career Development Specialist – Spanish South America (SSA: Bogotá, Buenos Aires, Santiago, Lima)
Bogota, Colombia

Responsibilities:

- Staffing for Associates and Consultants in all SSA and cross office staffing request (from countries outside SSA)
- Lead Pipeline Management and Client Team initiatives and meetings for Partners
- Organize and lead Career Development Committees for Consultants and Associates in all SSA
- Maintain up to date data regarding associate's and consultant's performance to correctly staff and propose developmental trainings

Achievements:

- Co-leading the transformation from a local staffing to a regional staffing for SSA, successfully managing staffing for the four offices throughout the change
- Improving the perception of the Consulting Team on Staffing processes through the implementation of different initiatives including reports and real-time data analysis to ensure an optimal staffing process
- Development of evaluation inflation analysis to ensure a calibrated evaluation scales and rosters

Human Capital Consulting

Senior Consultant

June, 2015 – August, 2016

Consultant

June, 2014 – June, 2015

Consultant- Intern

June, 2013 – June, 2014

Bogota, Colombia

Responsibilities:

- Framing, planning, leading, executing and assessing activities and projects about human development in organizations from different economic sectors, making high value recommendations regarding people and performance strategies.

Achievements:

- Integration of qualitative and quantitative measurements to ensure company's know-how was reflected on their people's outcomes, generating a nine-box grid to visualize people's performance vs potential.
- Partner with software providers to deliver products fit to different client's needs, including design, programming, piloting, implementation, and live testing with clients.
- Successful implementation of Corporate Happiness Survey and Implementation of action plans in Healthcare Companies and Oil and Gas Companies for 3 consecutive years
- Evaluation of Human Capabilities in Industrial Goods companies throughout various levels of the company
- Leadership Diagnosis and intervention in Telecommunications and Financial Services Companies, working with VPs, Senior Executives and Managers
- Reevaluation, Diagnosis, Design and Implementation of people skills survey for an insurance company with 1000+ employees, and recommendation of development action plans
- Continuous growth from consultant intern to senior consultant in half the time usually required
- Designing the Cultural Diagnosis and the Corporate Happiness Diagnosis, improving the instruments reliability ($\alpha=86$ to an $\alpha=0,94$) and carrying out statistical and construct validity analysis

Universidad de los Andes**Teachers Assistant (Several: Psychometrics, experimental design)**1st Semester - 2nd Semester 2013**Bogota, Colombia****Syntofarma S.A.****Intern –Industrial Engineering**

June 2010 – January 2011

Bogota, Colombia**Responsibilities:**

- Managing the planning of resource purchasing in the company of both national and international materials

Achievements:

- Reducing the production bottlenecks by implementing processes within the purchasing department and the warehouse department to ensure an efficient flow of product inside the company.

Academic formation**UC Berkeley Data Analytics Bootcamp**

Berkeley, CA, USA, 2019

Post graduate degree in Human Talent Management, Pontificia Universidad Javeriana,

Bogotá, 2017

Bachelor of Science in psychology, Universidad de los Andes,

Bogotá, 2014

Bachelor of Science in Industrial Engineering, Universidad de los Andes (ABET accredited),

Bogotá, 2013

Bilingual school Saint George's School,

Bogotá, 2007

Others**Nationality:** American (USA) and Colombian**Languages:** Spanish (100%), English (100%), French (60%)**Software:** Microsoft Office Suite (.xls, .ppt, .doc), STATA, R, Python (including libraries such as Keras, Pandas, Matplotlib), HTML, CSS, SQL, JSON, Tableau, Visual Basic**Extracurricular:**

- Active member of the BCG – PRIDE network.
- Active member of the board of Aventurandes (2016-Present)
- Wellbeing coordinator for the “Círculo LGBT uniandino” (2012-2013)
- Head Prefect in Saint Georges School.
- Model of United Nations representative for the CNG model (2005-2007)