

**Natalie Chang**

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## **PROFESIONAL PROFILE**

I am proactive, empathetic, and sociable, and I approach projects with responsibility and commitment. I communicate assertively, contributing to the effective development of my team. Passionate about providing experiences that positively impact people's lives.

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## **EDUCATION**

**Universidad Peruana de Ciencias Aplicadas (UPC)**

*Bachelor's Degree in International Business and Administration*

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## **WORK EXPERIENCE**

**Polar Fruit International S.A.C.**

*Foreign Trade Analyst*

July 2024 - Present

- Coordinated logistics and documentation for fruit export operations.
- Acted as the main point of contact between fruit suppliers, logistics providers, and end recipients.
- Collected and prepared documentation for origin certificates and phytosanitary certificates.
- Sent documents to suppliers and/or clients via courier.
- Updated shipping status, including real-time information on ships, deadlines, and arrival dates.
- Managed purchase orders for fruit suppliers.
- Coordinated bookings with shipping lines.
- Issued commercial invoices.
- Conducted analysis of export statistics to optimize export operations.

**Polar Fruit International S.A.C.**

*Foreign Trade Assistant*

July 2022 - July 2024

- Coordinated logistics and documentation for fruit export operations.
- Served as the main point of contact between fruit suppliers, logistics providers, and final recipients.
- Collected and prepared documentation for origin certificates and phytosanitary certificates.
- Sent documents to suppliers and clients via courier.
- Updated shipping status, including ship schedules, deadlines, and arrival dates.
- Managed purchase orders for fruit suppliers.
- Coordinated bookings with shipping lines.
- Issued commercial invoices.
- Conducted analysis of export statistics to optimize export operations.

**Think-E Perú**

*English Coach*

March 2021 – August 2021

- Provide customized English lessons for levels ranging from beginner to advanced.
  - Assist students with questions regarding study material.
  - Prepare students for international exams such as TOEFL/IELTS.
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## **SKILLS**

- **Languages:**
  - English (Advanced) – IELTS C1 Certification
  - Spanish (Native)

- **Tools & Software:**
    - Microsoft Excel (Intermediate): Formulas, Pivot Tables, Database Management, Basic Macros
    - Microsoft Office Suite
  - **Soft Skills:**
    - Proactivity
    - Team Coordination & Management
    - Problem-Solving & Analysis
    - Creativity and Innovation
    - Leadership
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## **VOLUNTEERING**

### **INEN (National Institute of Neoplastic Diseases)**

*Volunteer Support for Children in Treatment*

September 2019 - November 2019

- Assisted children in creative activities to enhance their treatment experience.

### **Find Your Purpose Program**

*Volunteer Tutor*

April 2021 - July 2021

- Provided tutoring in various subjects for students ranging from early education to the last year of high school. Focused on reinforcing academic knowledge and fostering the development of soft skills.
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## **ADDITIONAL INFORMATION**

- **Interests:** UX Design, International Trade, Language Learning
- **Availability:** Immediate