**Natalie Chang**   
T. (511) 904064468 | [nchang.rmt@gmail.com](mailto:nchang.rmt@gmail.com)

**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.

**EDUCATION**

**Universidad Peruana de Ciencias Aplicadas (UPC)**  
*Bachelor's Degree in International Business and Administration*

**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.

**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

**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.

**ADDITIONAL INFORMATION**

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