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|  | Julissa Amparo González Sáez |
| 12/3/2014 |  |
|  | PH Royal Park, Santa Elena, Apto. C101  Panama City, Republic of Panama  Mobile: 6949-5856  Home: 235-9700/390-8651  [julissag1608@hotmail.com](mailto:julissag1608@hotmail.com) |

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|  | Objectives  To obtain a more challenging job where I could have better opportunities to grow in the personal and professionally way.  personal information   * ID No. and Social Security Number: 8-810-64 * Date of Birth: October 16th, 1987 * Status: Single * Panamanian Citizen * Salary Aspiration: $3,000 * Driving License and own car.   Education  2013-Nov.2014 Universidad Interamericana de Panamá- Master Degree in Strategic Management.  2013-Nov.2014 Universidad Interamericana de Panamá- Postgrade in Senior Management.  2012 Universidad Interamericana de Panamá-Licentiate Degree in Human Resources.  2004 Panama School- Bilingual Bachelor in Commerce with emphasis in Technology and Information.  experience  July 2014 – Current / Universidad Interamericana de Panamá  *Training and Development Coordinator- Human Resources Department*   * In charge of the training plan for administrative employees. * Creation of new process and policies for the human resources department in connection with the international red of Laureate. * Creation of a benefit plan for employees * Recruitment and Selection for Senior Positions   October 2013 – Current / Sportwear Corporation  *Training and Development Coordinator- Human Resources Department*   * In charge of creation of the training and development section for the company * Creation of new process and policies for the human resources department * Recruitment and selection of employees for more than 20 shop stores. * Creation of a benefit plan * Introduction of the company for new arrivals * Application of tests for available positions * Conflict management for more than 180 employees. * Legal support for entities like ACODECO, ASEP and others. * Administrative and Operational support. * Management of trademarks like Columbia, CATERPILLAR, Merrell, Outdoors, Paul Frank, Morellato and Nickelodeon.   January 2012 – August 2013/ Arias, Fábrega & Fábrega-Attorneys at Law  *Training and Development Assistant- Human Resources Department*   * To promote a culture of professional development within the company * Management of Training Budget * Creation of manuals for different areas of training * Inscriptions in courses, seminaries and international conferences for the lawyers * Training of new arrivals for several areas. (Systems and Procedures) * Coordination of the entire induction program for the new arrivals. * Welcome Kit Portfolio and creation of new users in connection with the Technology and Information Department. * Assistant for the new arrivals in the use of programs like Microsoft Office and Aderant. * Organization of internal courses in the firm like Webinars, Lunch and Learn. * Preparation of manuals for procedures. * Suitability of the lawyers with the Columbus University. Documentation, process and more. * Test for new arrivals (Available positions) * Support in the projects and new procedures for our branches in London, BVI and Hong Kong. * Preparation of reports-matrix for new projects.   August 2008-December 2011/ Arias, Fábrega & Fábrega-Attorneys at Law  *Collections Department Assistant*   * Local and overseas clients collector (Bills and statements of accounts) * Collection’s customer service through long distance phone calls, current mail and e-mails in English and Spanish. * Accounts payable, checks, deposits, wire transfers, bank draft, financial statements, billing and legal paper work. * Trademark and Shipping Clients * Office’s Meetings   January 2008 to June 2008 / Morgan & Morgan-Attorneys at Law  *Secretary of the Caribbean Section*   * Customer Service by e-mail and phone calls for clients in BVI, Belize and Curacao   May 2006-January 2008 / Morgan & Morgan-Attorneys at Law  *Annuity Department Assistant*   * Billing * Preparation of special reports * Management of special systems like OPTIX and GENSYS * Maintenance of information in the data base system   May 2005 to January 2006/Banco General - Processing Center S.A.  *Customer Service Agent*   * Assistance for banks at the BVI Islands, Belize and Curacao * Special Reports * Confidential Information of Credit Cards and Statements of Accounts * Long Distance phone calls * Master Data System (Credit Card System)   January 2006 to May 2006/Banco General - Processing Center S.A.  *Receptionist*   * Secretarial Tasks * Customer Service * Office’s Meetings * Management of credit cards and confidential reports for twenty (20) banks   Towerbank-October to December 2004  Professional Practice- Secretary of the Technology Manager.  skills   * Languages: Bilingual-Spanish and English (Advanced) * Microsoft Office Programs: Word, Excel, Power Point, Outlook and others: Aderant, SMS, Master Data, Optix and Gensys. * Electronic Typewriters, scanners, photocopies and offices supplies * Experience in secretarial and accounting tasks   COURSES AND SEMINARIES  July 2013 **XX Congreso Interamericana de Gestión Humana**. Asociación Nacional de Recursos Humanos (ANREH) y FIDAGH.  March 2013 **Course of Locution for Radio, TV and Theater**. Universidad Latina de Panamá.  November 2012 **Seminar-Las 12 mejores prácticas de los administradores de Capacitación realmente exitosos**. Jan Reis-Best Training.  July 2012 **Seminar-Desarrollo de Habilidades Gerenciales.** Profesor Juan José Moreno Franco –Valhala Group.  June 2012 **XIII Jornada de Actualización de Recursos Humanos-Roberto Guerra**. Asociación Nacional de Recursos Humanos (ANREH).  **Conference: Metodología de Facilitación de Alto Impacto de Aprendizaje Activo.** Prof. Julio Gutiérrez.  April 2012 **Corporate Communication** (10 hours). Mauricio Peña-ADEN Business School.  March 2012 **Megatendencias en el mundo del Trabajo: Redes Sociales**. Erik López -Manpower  February 2012 **Tendencias de Recursos Humanos para el 2012**. Gabriel Regalado, General Manager - Mercer Centroamérica.  January 2012 **Wellness Corporativo**.Luis Carlos Stoute de Purewill.  November 2011 **Capacitación Exprés y Capacitación a la Medida**. Antonio Pascual -Teresita González, Centro de Capacitación Integral. |

**JOB REFERENCES:**

* Sandra Córdoba: Collections Assistant-Arias, Fábrega & Fábrega. Mobile:**6690-4192**
* Mitzie Lasso: Accounting-Tetra Pak de Panamá S.A. Mobile:**6679-5058**
* Lorena Jackson**:** Training and Development Coordinator. Arias, Fábrega & Fábrega. Mobile: 62532877. Work: 205-7000 (Direct Boss)
* Jeannette Karamañites. Human Resources Coordinator.Arias, Fábrega & Fábrega. Mobile: 6614-1106. Work: 205-7000 (Direct Boss)

**PERSONAL REFERENCES:**

* Edwin Ballesteros: Lawyer-Caja de Seguro Social. Phone: 513-1335/Mobile:**6679-6207**
* Dimas González: Manager-González, Capacitación y Desarrollo. Mobile:**6672-1133**