**Maria Alejandra Londono S**

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Professional Profile

An extremely hard working, highly self motivated and committed Masters in Operations and Supply Chain Management and Bachelors in International Business Administration graduate. Displays the organisation, time management and planning skills required to complete tasks and assignments within set timeframes and to a high quality standard. With an extensive international background, works well autonomously with a high level of self responsibility and plays an instrumental role within a successful and productive team. Possesses excellent prioritisation, workload management and interpersonal skills, utilising superb communicative abilities to build, develop and maintain beneficial relationships at all levels.

Objective

Currently looking to secure a challenging and rewarding new role, where skills, knowledge and expertise gained throughout academic studies and professional work experience can be applied and further development achieved on a professional platform.

Education

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| **Masters Degree** | Operations and Supply Chain Management (City University of Hong Kong) *2016* |
| **Bachelor’s Degree** | International Business Administration (Pontifcia Bolivariana University, Colombia) *2013* |
| **Other** | International Business Exchange Program (Sogang University, South Korea) *2012*  Summer English Program (International Language Institute, Washington, USA) *2009* |

Career Summary

**Aug 2016 – present TECHNICAL OFFICER, Anglo Eastern Ship Management, Hong Kong**

* In coordination with the Technical Superintendent, purchase spare parts and consumables for ships assigned to the team.
* Follow PO status and arrange delivery of spares and stores to the vessels in a most economical manner.
* Scrutinize all invoices from suppliers and maintain an accurate computer record accordingly
* Maintain files for all spare parts and inventories received from ship
* Responsible for document control and maintaining check list of periodic reporting due from vessel

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| **Jan – Aug 2015** | **ADMISSIONS / LOGISTICS, Study Union International, Medellin, Colombia** |

* Responsible for the timely and accurate process of admission applications of each individual student with respective schools located overseas
* Undertook the required preparation of documentation, school forms, insurance and visa information and regularly liaised with representatives of the different schools
* Ensured the provision of an exceptional customer service at all times. Ensured all information was effectively communicated and prepared monthly reports for submission to members of the senior management team

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| **May 2013 – Jun 2014** | **AFFILIATE MANAGER, Transformative Learning Solutions (AIESEC), New Delhi, India** |

* Took the lead role as Head of the Affiliate Program responsible for entering into negotiations and closing deals with multiple partners. Successfully increasing traffic to websites and receiving commissions for both Spanish and English markets
* Applied both Spanish and English speaking capabilities when assisting customers with the satisfactory resolution of any arising issues or concerns relating to the programs
* Additionally, responsible for online marketing and basic SEO activities

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| **Jan – Apr 2013** | **MARKETING AND SALES ASSISTANT (Intern), RPS Group Infrastructure, Faridabad, India** |

* Provided valuable assistance to members of the marketing team with new launches when undertaking a four month internship. Supported the driving of sales and brand awareness in order to generate profit and revenue, ultimately benefiting the company bottom line

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| **Mar – Jun 2012** | **CULTURAL EXCHANGE VOLUNTEER, Korean National Commission for UNESCO, Seoul, South Korea** |

* Worked on a variety of cultural exchange activities on a voluntary basis, responsible for encouraging young people to adopt tolerance and mutual respect within the community
* Ensured the efficient transfer of knowledge when teaching Spanish and the Colombian culture both on a one-to-one basis and within a group environment

Key I.T Skills

* MS Office Suite (Word, Excel, PowerPoint), SAP, Google Analytics, MailChimp, GetResponse, ShipNet

Languages: Native Spanish, Fluent English

References are available on request