# Jorge Luis
# Vivas Castellanos

Carrera 2E # 3-32 Casa 2 Huertas de Cajicá II, Cajicá, Dep. Cunadinamarca, Colombia

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## RESUME

**Knowledge and Academics:**
Mechanical Engineer, with programming Knowledge on languages such as: C/C++, Python, Ruby (including rails and deployment), Javascript. Also on Design of Web Pages and Servers administration, UNIX Based OS (Linux y android), Mechatronics and IT. Besides experience Operations and Administration, Processes optimization, via Programming an automatic interpretation of data.

**Work Experience:**
Accounting assistance, handling of administrative tasks focused on procurement procedures. IT services and support, Translations Spanish-English, written and spoken. Maintenance, parts procurement and maintenance of trucks. English Teacher Trained under the CELTA, CEFR and Task Based methods , taught many students of diverse ages and levels.

**Working Skill:**
- Continuous Improvement
- Capable Analysis
- Autonomy and Personal Initiative
- Recursivity and Adaptability

EXPERIENCE

**Centipede Offshore C.A., Accounting assistant.**
June 2015-July 2017

**Functions and Responsabilities:**
Issuing PR and PO, Petty cash assistance and conciliation. taxes and withholding assistance, IT support, documents and images optimization and recovery, Translation assistance between company branches. Supply procurement and cost reduction for the West Freedom RIG, operated by Seadrill..

**Achievements:**
- Procurement cost reduction using Excel sheets automated comparison.
- Optimized the processes and logistics related to the supplies procurement and delivery.
- Reduced the Admin Work by allowing the input of information in a parallel manner.
- Reduced the Calculation time for excel by programming and optimizing the Formats.

**Transportes Vivas F.P., Maintenance  Manager.**
May 2014-May 2015.

**Functions and Responsabilities:**
Responsible for the procurement of parts and the maintenance of heavy transport units..

**Achievements:**
- Established a preventive maintenance procedure.
- Reduced  the downtime equipment and associated costs.
- Optimized the procurement processes for the required parts.

**Fyr Lois, Freelance English Teacher.**
April 2014-May 2014.

**Functions and Responsabilities:**
English Teaching using the  Communicative
and task based approach , following CELTA and CEFR Stipulations..

## EDUCATION

**TITLE:**
Mechanical Engineer.
Universidad Nacional Experimental del Táchira(UNET).
NOVEMBER 2013.

**Skills:**

- Mechanical design software, CAD/CAM, Finite Element Simulators.
- 3D Printing Experience  and Control using Arduino.
- Knowledge and Usage of OS Based on Linux and other open source projects.
- Knowledge and Usage of Office Suites, and their programing and optimization.
- Web services management and development: C, Python Ruby (includes Ruby on Rails), and NodeJS.
- Design of control systems using HYSYS and Inventor.
- Translation English y Spanish, witten and spoken.

## CURSOS

- OMI COURSES  1.13, 1.19, 1.20, 1.21
- Web Application architectures, Ruby on Rails

## REFERENCIAS

Available on request of interested parts.