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## INFORMATION

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## EDUCATION

### Instituto Tecnológico y de Estudios Superiores de Monterrey

B.A. Degree International Relations

January 2012 - May 2016

Mexico

### Instituto Tecnológico y de Estudios Superiores de Monterrey

Certification in Digital Marketing

January 2016 - May 2016

Mexico

### Federico Santa Maria

Certification in International Logistic

Certification in Strategy Prospective

May 2015 - June 2015

Chile

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## WORK EXPERIENCE

### *Executive Administration Manager*

#### **Jalsin Importaciones S.A. de C.V.**

Planning and coordinating administrative procedures and devising ways to streamline processes. Produce status, accounting and sales reports. Handle de administrative function of the human resources department. Support of the personal agenda of the CEO. Jalsin is a company that design denim brand lines for retail stores across Mexican territory.

January 2017 - Present

### *Agriculture Management*

#### **Family Business**

Forward planning the purchases of agricultural products for the maintenance of the farm property. Maintaining financial and administrative records.

March 2018 - Present

### *Investigation Assistant Public Policy and Government Department*

#### **Instituto Tecnológico y de Estudios Superiores de Monterrey**

Main responsibility was data recollection for the opening of the master "Smarts Cities" in the subject of urbanism and environment development. Data recollection for the joint project with the NGO "Un Salto de Vida" with the purpose of giving visibility to the problem of pollution of the river by the lack of measures for the waste of the factories from the area.

August 2015 - May 2016

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## VOLUNTARY/UNPAID WORK EXPERIENCE

### Volunteer

#### Greenpeace Guadalajara

Digital marketing campaign and creation of social interventions.

August 2015 – May 2016

### Project Development Assistant

#### Spado

Creation and application of social development projects for the Regional Government. Projects where primarily focus on improving the well-being of vulnerable kids from specific sector of the city and surroundings.

November 2014 - May 2015

### Volunteer

#### Food bank and Elderly Dining Hall “Guadalupe Sanchez A.C.”

Search for donors to obtain funds to maintain the dinner. In charged of the purchase for the foundation and planification of the food baskets.

August 2016 – May 2018

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## SKILLS

Proactive

Self-learning

Problem Resolution

Multicultural Knowledge

Project Management

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## PERSONAL INTEREST



Travel



Art



Cooking



Pilates



Foreign  
Affair

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