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WORK EXPERIENCE

2013-Today

Independent Consultant

Consultant to construction companies in the areas of budgets, costs and logistics management; service processing: budgets, analysis of unit prices, schedules (disbursement, investment, implementation). Advice on managing relationships with unions for construction companies; hiring and management of personnel, evaluation and recommendation of profiles according to the job requirements. Translations services on demand of legal documents (birth certificates, death certificates, marriage certificates, diplomas, testimonies, proof of employment letters, complaints, etc)

2007-2013

***Deproarci Ingeniería, C.A. Caracas.
Operations Manager***

Main Responsibilities: Responsible for the right development of the activities of the company, focused on what things are needed to achieve the objectives; including: seek for the required materials or goods to complete the projects that are in execution. Project managing, personnel hiring, managing and supervising, buying, payment to suppliers and sub contractors, metric calculation, valuation, bill collection.

2002-2006

***Corporación Colina de Roble, C.A.
Contract Manager***

Main Responsibilities: Works administration, personnel contracting and management, buying and payment to suppliers and subcontractors, metric calculation, valuations, bill collection.

2000-2002

***Asesoría Informática SAINET. Caracas.
Commercial Manager***

Main Responsibilities: Responsible for the commercialization of the products of the company through sales staff under my supervision: PC's focused on engineering area, specialized equipment such as big format scanners, drawing boards; detection of customer needs and recommendation of solutions according to it.

1999-2000

***CELLSTAR CELULAR. Caracas.
Product Manager (Cellular Accessories)***

Main Responsibilities: Administrative management of the area, control of inventory rotation, contact and deal with suppliers, determination of price and promotional strategies, coordination of sales personnel, design of forecasts.

1998-1999

***BRIGHTPOINT. Caracas.
Specials Accounts Manager***

Main Responsibilities: Developing of assigned customers, preparation of purchase budgets in coordination with customers; design, execution and coordination of promotional activities, control of credit and payments of customers. Translation and adaptation of POP and informative material.

EDUCATION

- 2001-2002 MASTER IN ADMINISTRATIVE MANAGEMENT
FERMIN TORO UNIVERSITY. BARQUISIMETO, VENEZUELA
- 1999-2001 BACHELOR IN BUSSINESS ADMINISTRATION
FERMIN TORO UNIVERSITY. BARQUISIMETO, VENEZUELA

LANGUAGES Fluent in Spanish and English

SKILLS AND HABILITIES

Administrative experience in general management, budget management (purchasing, sales, production), accounts receivable and payable, management of administrative systems; field experience in contract administration and execution of civil works: payroll, liquidations, trade unions, computations metrics, reports, project managing, etc.

Advanced Management Word, Excel, and Power Point, Advanced Management LuloWin, Publisher and Microsoft Project skills, knowledge of CAD, Forecasting, Staff Supervision, Teamwork, Reengineering, Internet, Quality management, budgeting, timelines: disbursement investment performance; box cost structure of the project, analysis of unit prices, valuations, construction progress box, close box work journal of work, cost estimates and control income / expense.

Teaching experience in the departments of: Administration I and II, Personnel Management, Personnel Supervising, Systems and Procedures, Troubleshooting and Decision Making, Management, English I and II, Computer I. Experience as advisor and thesis jury. Period: 2000-2002. IUT Antonio J. Sucre. Caracas.