

PAULINA VILLAVICENCIO MACHUCA

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Summary

Experienced General Manager for small businesses with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences.

Skills

- Quick learner
- Client-focused
- Administrative Functions
- Reports generation and analysis
- Training and development
- Operations management
- Computer proficient
- Financial records and processing

Experience

- External Teacher** **02/2016 to 02/2016**
Altos de Chavón, Campus Santo Domingo **Santo Domingo, Dominican Republic**
- I dictated a knitting workshop called "The Art of Knitting" for fashion design students.
 - This workshop was held in two days, in which students were taught different styles of knitting in two techniques (needles and crochet).
 - In addition, the workshop was also held at the School headquarters at Santo Domingo in March 2017.
- Volunteer** **10/2015 to 02/2016**
Tiendita de la Fundación de corazón a corazón **La Romana, Dominican Republic**
- I was teaching knitting and crochet to older women in order to reinforce their fine motor skills, and also to teach them new work techniques.
- Business Partner** **01/2015 to 06/2015**
El Sofa de Olivia Events & Weddings Planner **La Romana, Dominican Republic**
- CEO & Marketing Director** **12/2013 to 06/2015**
COMMIX Soluciones **Bayahibe, Dominican Republic**
- Marketing Manager, Customer Service and Public Relations** **02/2014 to 11/2014**
3R Elementos **La Romana, Dominican Republic**
- Marketing & Sales Manager and Public Relations** **10/2012 to 10/2013**
Everett Designs **La Romana, Dominican Republic**
- Creation and development of Marketing and Sales Strategies (online & offline)
 - Brand development (website traffic growth) - Developed brand strategy
 - Public Relations
 - Administration Functions, HHRR, and Financial Functions.
- Sales Manager** **01/2012 to 10/2012**
Jean-Pierre Frey Art Furniture & Fine Art **La Romana, Dominican Republic**
- Business Administration
 - Functions Marketing online / offline (development of Artist image)
 - Social Media Marketing (Spanish and English)
 - SEO & SEM
 - Portfolio Creation of important Publishers
 - Banners, Business Cards and Ads Creation
 - Sales and Customer Tracking
 - Product Tracking
 - Responsibility and Support in Social Events and Exhibits.
- Professional Practice in Sales Department** **12/2009 to 03/2010**
M&M INGENIERÍA LTDA **Quillota, Chile**
- Business Plan Creation (SMEs).

**Organizing Committee Member of VII Souther Cone Congress
AIESEC**

**11/2008 to 01/2009
Viña del Mar, Chile**

- Logistics Coordinator and Assistants Responsible for meeting with more than 100 peoples of 3 different countries.

**Talent Management Coordinator
AIESEC**

**06/2008 to 12/2008
Viña del Mar, Chile**

- Member's Selection
- Member's Training
- Creation and Development of Workshops
- Performance Evaluation and Members Satisfaction.

**Direct Materials Supply Assistant (Professional Practice)
Bat Chile S.A. (Ex Chiletabacos)**

**01/2006 to 02/2006
Casablanca, Chile**

- Administrative Functions
- Management / Monitoring Platform B2B Procurement of Raw Materials
- Inventory Management Direct Materials
- Monitoring of Direct Materials Imported
- Cooperation in Market Strategies.

Education and Training

Bachelor Honours in Science of Management: Business Administration and Management, General 2011
Ecole supérieure de Commerce de Montpellier / Sup de Co Montpellier Montpellier, France

Bachelor of Science: Business Administration and Management, General, Business Administration and Management, General 2010
Faculty of Humanities, University of Valparaiso Valparaíso, Región de Valparaíso, Chile

Activities and Honors

Member, Small Business Association (2008 - present)
Member, AIESEC Alumni Association (Chile)