Curriculum Vitae



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SUMMARY

Detailed, cooperative and goal-oriented **International Relations** professional with over 3 years of professional experience in Project Management Support, International Public Affairs and Diplomacy. Highly skilled in conducting project catalysis to promote, lead and improve productivity. Methodical team player skilled on the public and private sector.

Professional Experience

Jan 2022 - Present

Junior Project Manager

Wolken Bogotá D.C. - Colombia

Administrative support.

Branding.

Budget monitoring

Coordination and monitoring of internationalization conferences.

Marketing events representation and planning.

Preparing, drafting, editing, formatting internationalization reports.

Portfolio Analysis.

Market Analysis.

Inventory.

Recruitment temporary employees.

Corporate negotiations.

Corporate communications channels including social media, corporate presentations and PR.

Jan 2021 - Sep 2021

Ad Honórem Intern

Embassy of Colombia in Germany Berlin, Germany

Assistance with the preparation of material for the negotiation of a tax treaty with Germany.

Assistance in formal communication tasks and press monitoring.

Assistance with the preparation of material in the consular section regarding dual nationality legislation in Germany.

Management of contacts and documentary information.

Development of instructions and guides.

Designing and updating communication official channels .

Management of virtual invitations.

Programming and monitoring of events.

Logistic support and protocol.

Train incoming intern.

Sep 2019 - Nov 2019

Bilingual Agent

Teleperformance Bogotá, Colombia

Take calls from the USA and Canada in the position of bilingual agent for Instacart campaign.

Conflict resolution within the framework of customer service.

Transfer calls to headquarters in Atlanta.

Communication and tracking of both buyers and of delivery men.

Execution of monitoring and control calls.

Feb 2015 - Oct 2017

Volunteering Cofounder

Pontificia Universidad Javeriana Bogotá D.C, Colombia

Co-founder of Proyecto Pagat

Initiative that collected non perishable foods and hygiene product donations for non regular migrants of Cuban origin, focusing mainly on the care of childbearing women through the IPS JAVESALUD, at the San Ignacio University Hospital of the Pontificia Universidad Javeriana.

Jan 2014 - May 2014

Bilingual promotor

Palacio de la esmeralda Zipaquirá, Colombia

Training new employees in costumer service protocols and supervising them.

Organizing the daily inventory of precious stones in the gold, and silver section.

Promote the sale and advertising of jewelry with inlaid of Colombian and Burmese gemstones.

Mar 2013 - Jul 2013

Supporting Actor / Public Relations

Мосфильм Moscow - Russia

Training of secondary actors in salsa movements.

Provide basic acting protocol skills to new dancers.

Lobby to connect Latin American actors with movie production cast.

Education

Sep 2021 - Dec 2021

Virtual Continuing Education on Diplomacy and International Relations

Universidad Externado de Colombia Bogota D.C.

Jul 2015 - Oct 2021

Bachelor of Arts in International Relations

Pontificia Universidad Javeriana Bogotá D.C.

2018 - 2019

Exchange year

Freie Universität Berlin Berlin-Germany

2015 - 2015

International Relations - Introductory month

Universidad Austral Buenos Aires-Argentina

2012 - 2013

Preparatory year - I semester medicine

Moscow State University Moscow- Russian Federation

Jan 2011 - Jul 2011

Pre-Medic

Pontificia Universidad Javeriana Bogotá D.C.

2012 - 2012

I semester of Medicine

Fundación Universitaria de Ciencias de la Salud (FUCS) Bogotá D.C.

2006 - 2010

Highschool Degree

Colegio San Viator

Languages

Spanish (C2)
Native speaker

English (C1)
Advanced

Russian (B2)
Intermediate. Fluent

German (B1)
Intermediate

Skills

Negotiation strategies and techniques
Conflict resolution
Social media management
Public relations management
Teamwork
Proactivity and independence
Adaptability and work under pressure
Discretion and professionalism
Public management
Construction of public relations
Cross-cultural sensitivity and valuing diversity

IT

Evenbrite
Mailchimp
Microsoft Office
Piktochart
Picsart
Imovie
Issuu
Social media (Facebook, Instagram, Tiktok, Youtube)

Professional References

Employer I: Thesis Director

Direct boss: Dr. Maria Clara Jaramillo Jaramillo
Position: Lawyer, Former Director of the Diplomatic Academy of Colombia
Contact number: +57 315 269 94 09
Email: mariaclarajaramillo@gmail.com

Employer II: Embassy of Colombia in Germany

Direct boss: Paula San Miguel Patiño
Position: Career diplomat / I secretary
Contact number: +57 310 240 35 25
Email: paula.sanmiguel@cancilleria.gov.co

Employer III: Consulate of Colombia in Frankfurt

Direct boss: Estefanía González
Position: Career Diplomat / Secretary II

Contact number: +49 176 864 521 92
Email: estefania.gonzalez@cancilleria.gov.co

Employer IV: Consulate of Colombia

Consul: Jorge Hernan Jaramillo Carmona
Position: Council of Ministers, Head of Consular Functions
Contact number: +49 160 944 817 67
Email: jorge.jaramillo@cancilleria.gov.co

Signature



01/08/2022, Bogotá D.C.