

Carolina Sosa Martinez, PMP®

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27 years
Buenos Aires, Argentina
LinkedIn

EDUCATION

Project Management Professional **Certification** (**PMP)** – Project Management Institute 2019

Postgraduate Degree in **Project Management** – National Technological University (AR) 2017

Bachelor in **Communication Sciences** – University of the Republic (UY) 2014

EMPLOYMENT HISTORY

IT Project Manager - Epidata
Buenos Aires, Argentina · Abr 2019 – Actual

PM on site for Walmart's Financial team Projects - Point of Sale

- Planificating and monitoring the project's schedule
- Working with the technical team on defining tasks for next period
- Creating budget requests and change controls
- Identifying risks and detecting their solutions
- Managing vendors
- Status meetings. Creating reports and making progress presentations
- Communicating and negotiating with clients
- Making sure deliverables reach the client expectations and requirements
- Detecting business opportunities and process improvements
- Using agile methodologies and tools

Project Manager - Voolkia Software & Services
Buenos Aires, Argentina · Mar 2018 – Mar 2019

PM on site for Mercado Libre

- Training and developing the team work
- Planificating and monitoring the project's schedule
- Implementation of Quality Assurance
- Implementation of monitoring tools and quality control
- Scope validation
- Managing forms and reports
- Developing process improvement opportunities

Processes Analyst para LatAm (6 países Cono Sur) - IPG MediaBrands
Buenos Aires, Argentina · Jul 2017 – Feb 2018

Assisting Project Manager in Dashboard development project:
• Collecting project requirements from Southern Cone countries stakeholders
• Collaborating in scope definition
• Developing communication between principal stakeholders
• Testing and controlling new developed features

Process:
• Promoting process and established practices improvement
• Monitoring that daily processes work correctly
• Coordinating with different back office for crossing base data
• Supporting Southern Cone countries with reports development
• Monitoring reports schedule
• Monitoring and controlling report's results with baseline

Field Officer - Instituto Australiano de Estadística
Sydney, Australia · Feb 2016 – Oct 2016

2016 Australian Population Census
• Maximizing Census participation in the work area I was responsible (Sydney Inner City)
• Making contact with households encouraging online Census response
• Creating dwelling records and deliver Household forms and Reply Paid envelopes (if required)
• Reporting non-compliance, refusals, incidents or issues to my Area Supervisor
• Attempting contact with non-responding dwellings during the Visit phase
• Completing daily online administrative work, including submitting effort recording
• Using online Census systems to check for alerts and updates, and undertake online training
• Using an Android or Apple smartphone or tablet and the ABS' mobile application to record dwellings visited
• Following Work Health and Safety processes and procedures
• Sorting and packing materials for returning to my Area Supervisor

Travelling Abroad- Work and Holiday
Sydney, Australia · Nov 2015 – June 2017

After graduating I was living in Australia for one year with my partner. I worked in different industries such as retail, sales, hospitality, gastronomy. This has allowed me to develop different types of abilities and knowledge in diverse areas.

Then we travelled around India and the southeast of Asia for 6 months.

Traveling abroad for so long has allowed me to gain a very valuable set of skills and experiences. This set of abilities was only attainable after many challenges I encountered throughout my travels. They are not only helpful in my day to day life, but can be applied to professional life.

Skills: initiative, organization, adaptability, "think outside the box", negotiation and communication.

Processes Assistant - Geocom Uruguay S.A.
Montevideo, Uruguay · Sept 2014 – Oct 2015

• Promoting process and established practices improvement
• Collecting requirements: shadowing, questionnaires and surveys, focus group
• Reporting through observation and case analysis
• Training project team about new processes and tools
• Attendance and follow up of specific incidents
• Performing inspections and quality control

Project Leader - Productora La Tribu
Montevideo, Uruguay · Jul 2012 – Ago 2014

I worked in different audiovisual projects: commercials, corporative videos, tv programmes, events.
• Assisting clients in audiovisual communication to generate visibility
• Defining scope and video's format
• Coordinating Producers team and technical staff
• Scheduling and selecting the ideal staff for each client/product
• Ensuring needed resources are able the day of the shooting
• Estimating and managing the economic resources for each piece
• Evaluating risks and contingency planning
• Supervising and monitoring each project from pre production to post production

LANGUAGES

- **ENGLISH**
  · **Fluent**, spoken and written.
  · **Advance** English course at International House · Sydney, Australia · 2016
  · IELTS Exam **Score 6** · Cambridge University · 2015