

PAULA SOSA

Actual job: **Sales support in Americas BPS**

RESUME

Professional in business administration and technical technician in programming with emphasis in web applications. With more than three years of experience in the private sector.

With office skills, digitalization of documents, receipt of invoices, administrative purchase order processing; Excel and inventory management, guiding the processes in an excellent service. to the client.

Basic knowledge in HTML5, CSS3, JavaScript, Python and Java. Proactive, with a quick adaptation to change and teamwork, seeking greater efficiency in the company's processes.

CONTACT

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MAIN SKILLS

Communication
Attention to detail.
Customer experience

CERTIFICATIONS

Git and GitHub Professional Course

Frontend Developer Practical Course

EDUCATION

University of Cundinamarca (2011 - 2016)

Bachelor's degree in business administration and management, Economics

Autonomous University of Bucaramanga (Finish- May 2023)

Programming Skills Technician with emphasis on web applications -

EXPERIENCE

Americas BPS Sales support

June 2021 - Present (2 years 1 month) Medellín, Antioquia, Colombia

FUNCTIONS

* Maintain the e-commerce platforms updated in terms of prices and products. *Provide training to customers on the company's own platforms. *Perform follow-up activities to activities and specific requests from customers. * And other functions of the company, confidential and specific to the position.

Hiper Center Maestro Administrative Assistant

January 2021 - May 2021 (5 months) Anapoima, Cundinamarca, Colombia

FUNCTIONS

* Attending customers in sales and suppliers. * Process orders from the purchasing unit, enter purchases, corroborating the entry of inventories to the company and generate returns, cancellations, and credit note requests. * Perform typing activities and prepare administrative unit documents.

Hiper Center Maestro Warehouse Manager

February 2019 - July 2019 (6 months) Colombia

FUNCTIONS

* Ensure the dispatch of materials and supplies. * Support and control the order and cleanliness of the warehouse and inventory area. * Provide excellent customer service. **ACHIEVEMENTS:** A scheduled inventory review process was generated to manage products in demand and not affect the stock of materials in the warehouse.

Ferrepinturas JR Cardenas Administrative Assistant

December 2016 - January 2019 (2 years 2 months) Colombia

FUNCTIONS

* Record accounting and financial process information using manual and electronic systems. * Organize and file documents of the accounting and finance area in accordance with current standards. * Serve clients. **ACHIEVEMENTS:** An improvement and filing plan was created for the company, generating an optimal order of documents and accounting for the company.