



Carla C. Cárdenas
Administrative Assistant

Education

Electronic Billing, Caballero Bustamante Seminar, 2015
Practical application of the system of deductions, withholding and perceptions, Caballero Bustamante Seminar, 2014
Course: Safety and Teamwork, Occupational Risk Prevention, 2015
Course: Evacuations, Considerations and Recommendations, Occupational Risk Prevention, 2014
Course: Firefighting and Prevention, Occupational Risk Prevention, 2014
Course: SAP System Update, EB Games, 2013
Course: EAP System Unigistix, UTI, 2005 and 2010
English Course: Intermediate level, ESL Brampton, Ontario, 2003 to 2005
Computer Courses: MS Word, Excel, PowerPoint, Computronic Tech, 1986

Experience Summary

An Executive Secretary by profession, Ms. Cárdenas has 13 years' experience in the private sector; specializing in office programs, accounting, and advance English. She has extensive knowledge in receiving the public and documentation, production of documents and correspondence, management of daily tasks, directory management of customers and suppliers, assistant to management personnel and maintenance, and administration of petty cash fund.

Excellent communication, ability to multitask, work with a team and under pressure, ability to work independently with or without supervision. Strong performance with information system tools such as Microsoft Outlook, Word, Excel, SAP, and the Internet. She has also worked with Oracle, BPS, Infowork, and Jira.

Employment History

EMPLOYER CURRENT	TIERRA GROUP INTERNATIONAL S.A.C.
POSITION	Administrative Assistant
YEARS	2016 to Present
EMPLOYER	BOLSA DE VALORES DE LIMA S.A.
POSITION	Receptionist and Document Control
YEARS	2015 to 2016
EMPLOYER	OVERSEAS BECHTEL INC. SUCURSAL DEL PERÚ
POSITION	Accounts Payable
YEARS	2014 to 2015
EMPLOYER	EB GAMES
POSITION	Returns Department Attendant
YEARS	2012 to 2014
EMPLOYER	UNIGISTIX, UTI
POSITION	Returns Department Attendant

YEARS	2005 to 2012
EMPLOYER	NEEDLEWORK
POSITION	Send & Receive Merchandise
YEARS	2003 to 2005
EMPLOYER	BENTLEY
POSITION	Quality Control
YEARS	2002 to 2003
EMPLOYER	IMDECK S.A.
POSITION	Management Secretary
YEARS	1996 to 2002

Language Proficiency

Spanish: Native
English: Intermediate