

RESUME



GENERAL DATA INFORMATION:

Name: Maria de la Luz Vázquez Jiménez

Address: Nahuatlacas 487 Ajusco Coyoacán 04300 Cdmx

Single

Cell phone number: 5511885899

Email: luzyok@hotmail.com

PROFESSIONAL PROFILE

Executive Assistant

EXPERIENCE

Corporation: Ttec

Customer service

From December 2022 to Sep 2024

Corporation: Tellería Tellería Levy

Bilingual assistant

From April 2021 to July 2022

Corporation Gicsa, S.A.B. of C.V.

Bilingual assistant

From July 2017 to May 2018

Corporation Nissan Mexicana

Bilingual assistant

From November 2013 to December 2014

Corporation Basham Ringe and Correa, S.C.

Bilingual assistant

From June 2011 to August 2012

Corporation: INPer

Secretary

From March 1994 to 1999

EDUCATION:

Commercial Academy Lefranc

From 1983-1986 Average 9.9 (completed high school)

UNAM CELE

From 2000-2003 Advanced English University

SKILLS

- Office, Excel, Outlook.
- CRM, Intranet, AS400, Trex, Genius and Contpaq i
- Shorthand English-Spanish
- Multifunctional 14 lines
- Basic and intermediate Excel
- Advanced PowerPoint.

ACTIVITIES:

- Technical sheets and presentations.
- Review topics, follow up, check, receive and send emails.
- Follow-up of agreements, minutes, receipts of fees and documentation of the Assemblies Partners.
- Preparation of documentation: calendars, biographies and article researches.
- Organization of logistics, plane boarding passes, hotels and plans reservations.
- Coordination of escort service, review agendas minute per minute. Confirmation of meetings.
- Confirmation and registration to events, printing and punctual delivery folders.
- Monitoring calculations for collections and preparation of proposals, due notes, credit notes and invoices.
- Timely sending of legislation, provisions, press releases.
- Quality check of documents. Translations, notes and opinions.
- Information (reports, presentations, news, events, updates and meetings for the Legal Department.
- Preparation of the weekly minutes (note for the file) for foreign clients.
- Compilation of documents for weekly meetings. Attendance to the legal team in Nashville, USA.
- Daily update of Outlook agenda and iCloud.
- Daily consultation of the DOF (Mexican Official Federation Diary) send information to the Legal Area.
- Daily check of TC and price of the Mexican export mixture.
- Helping preparations for University classes to the direct boss.
- Follow-up of the activities on the university agenda: calendar and tests to be applied.
- Preparation of the reports for budget by CECO
- Accounting reports preparation for meetings among Directors
- Filing, stamping and fortnightly delivery of payroll receipts.
- Data information typed in CRM

- Support to Reception Area, direct attention to visitors.
- Control and report of the corporate bank cards, expense reports preparation and verification in the accounting area.
- Preparation request for national and international customers in Mexican pesos, dollars and euros in connection.
- Invoices reviewed and upload on national and international portals.
- Graphics preparation in PowerPoint and Excel; as well as sending the presentations and reports to the US. and Japan.
- Request for registrations, cancellations and modifications in the SAP system.
- Labor Committee and Compliance Committee organization
- Telephone attendance calls in English and Spanish all time.
- Confidential information management.
- Events and organization of the Annual Goal Trip.
- Vehicle and insurance procedures verifications.
- Processes of inscriptions and registrations of trademarks and patents at the IMPI
- Follow-up of maturities and constant communication with clients about the advance in the requirements.
- Asylum processes for refugees in the US: Evidences reception, organization and classification in English and Spanish.
- Update USA paralegals about portal updated
- Keep in excel sheet the missing documents, in order to complete requirements for Courts.
- Make appointments with clients and paralegals so that they have the proper advice before their hearings. Help as translator assistance.
- Assistance as customer service and technical support for customers in USA. - TVs repairs on line, took payments, provide information about the ledge and invoices, helping people to get lower their bills, get most affordable packages, explanation about all the products sales, collections, and arrange technical appointments for the customers.