

# Catalina Hernandez

## International Business

Professional in international business with specialization in Workspaces, trilingual with experience in procurment, sales, human resources. Characterize by begin a responsible person, proactive and attitude of service.

## EXPERIENCE

### SLB

Purchasing analyst  
Sep 2021- Feb 2023

- To purchases international orders for the category of rents and repairs in the regions of this hemisphere.
- Prioritize purchases according to what was agreed with the product line manager.
- Ensure that all purchase orders are created in accordance with the company's purchasing procedure.
- Act as a focal point of contact for the entire supply chain.
- Prepare and present improvement reports in category metrics.

### IBM

Financial and admin business associate  
Oct 2020 - Sep 2021

- responsible for resolving billing anomalies for Panama area.

### LATINOS IN REAL STATE

Salesperson  
Jan 2019 - Jul 2019

- To make calls using the lists provided by the company to sell courses for learning to invest in real estate in the United States.
- Generate weekly reports detailing the tasks completed to track metrics and hours worked for hourly payment purposes.

### SLB

HR SSO Intern  
Apr 2018 - Dec 2018

- Charge of recruitment, hiring and terminations, database management.
- SAP management, excel.
- Customer Service.Charge of recruitment, hiring and terminations, database management.
- SAP management, excel, Customer Service.

## EDUCATION

### SPECIALIZATION

Workspaces fundamentals  
Greystone- Melbourne, Australia  
2023

### BACHELOR

International Business  
Universidad EAN- Bogotá, Colombia  
2015 - 2020

### LA TOTUGA

Salesperson  
Apr 2016 - Dec 2016

- Selling and producing custom music discs for children, customer service at the point of sale, collecting payments, and reporting sales.

## SKILLS

- Strong Communication
- Problem Solving
- Proactive
- Project Management Tools
- Design Thinking

## LANGUAGE

Spanish

English

portugues

## INTEREST



Sport



Music



Travel



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