

SUMMARY



General Information

Name: María de la Luz Vázquez Jiménez
Address: Avenida del Imán 660 México City
Marital status: single
Telephone number: 5511885899
Email: luzyok@hotmail.com

Profile

Bilingual assistant

Experience

Tellería Tellería Levy
Role: Bilingual assistant
From April 2021 to July 2022

Lawyer Ricardo Valencia
Role: Bilingual assistant
From May 2018 to April 2021

Gicsa, S.A.B. of C.V.
Role: Bilingual assistant
From July 2017 to May 2018

Nissan Mexicana
Role: Bilingual assistant
From: August 2012 to July 2017

Basham Ringe & Correa, S.C.
Role: Bilingual assistant
From: July 2011 to August 2012

Education:

Commercial Academy Lefranc

From 1983-1986 Average 9.9 (completed high school)

UNAM CELE from 2000-2003 Advanced English University

Skills:**Managed Development**

- Office, Excel, Outlook
- CRM, Intranet, AS400, Trex, Genius and Contpaq i
- Shorthand English-Spanish
- Management of multifunctional telephones 14 lines
- Basic and intermediate Excel
- Advanced powerpoint.

Responsibilities:

- ✓ Confirmation of event registrations, printing and timely delivery of folders.
- ✓ Collection calculations. Follow-up of collections and preparation of proposals, due notes, credit notes and invoices.
- ✓ Timely dispatch of legislation, provisions, press releases.
- ✓ Quality control of documents. Translations, memos and opinions.
- ✓ Information (reports, presentations, news, events, updates and meetings for the Legal Department.
- ✓ Preparation of weekly minutes (note for the file) for foreign clients.
- ✓ Compilation of documents for weekly meetings. Assisting the legal team in Nashville, USA.
- ✓ Daily update of Outlook and iCloud calendar.
- ✓ Daily consultation of the DOF (Official Journal of the Mexican Federation) and sending information to the Legal Area.
- ✓ Daily consultation of TC and price of the Mexican export mix.
- ✓ Assisting in the preparation of university classes to my direct boss. Follow up of university agenda activities: calendar and tests to be applied.
- ✓ Preparation of reports for budget by CECO.

- ✓ Preparation for accounting reports for meetings.
- ✓ Filing, stamping and bi-weekly delivery of payroll receipts.
- ✓ Data information entered in the CRM.
- ✓ Support on the Reception Area, attention to visitors.
- ✓ Control and reporting of corporate bank cards, elaboration of expense reports and verification in the accounting area.
- ✓ Payments for national and international customers, in Mexican pesos, dollars and euros.
- ✓ Checking invoices and uploading information on web portals.
- ✓ Preparation of charts in PowerPoint and Excel; as well as sending presentations and reports to USA and Japan.
- ✓ Requesting registrations, cancellations and modifications in the SAP system.
- ✓ Organization of the Labor Committee and the Compliance Committee.
- ✓ Assistance to phone calls in English and Spanish.
- ✓ Management of confidential information.
- ✓ Organization of events for the Annual Target Trip.
- ✓ Vehicle verifications and insurance paperwork.
- ✓ Trademark and patent inscriptions and registrations processes at the IMPI.
- ✓ Follow-up of expiration dates and constant communication with clients on the progress of requirements.
- ✓ Asylum processes for refugees in the United States: Receipt of evidence, organization and classification in english-spanish.
- ✓ Update US customers information and upload information to platforms.
- ✓ Maintain in excel sheet the missing documents lists for the Court.
- ✓ Organization of appointments between clients and paralegals providing advice before their hearings.
- ✓ Assist as a translator english-spanish in meetings.