



# DIANA MENDOZA

## Bachelor's Degree in Business Administration

### CONTACT

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- Lima, Peru

### EDUCATION

#### **Bachelor of Business Administration**

Federico Villarreal Public University  
2018-2023

#### **Keys to Managing People**

IESE Business School- University of Navarra  
2023

#### **Public Management**

National School of Public Management-ERCA  
2023

#### **Protocol and Event Management**

Diplomatic Academic Foundation of Peru  
2023

#### **English as a Second Language**

ICPNA  
2022

### FURTHER EDUCATION

- Equal opportunities and non-discrimination in the Labor field - *SUNAFIL* 2022
- Prevention and Reporting of Sexual Harassment at Work - *Ministry of Labor and Employment Promotion* 2022
- International Logistics - *Federico Villarreal Public University* 2021
- Digital Marketing - *Federico Villarreal Public University* 2021

### LANGUAGE

- English: C1
- French: A1
- Italian: A1
- Spanish: Native

### SKILLS

- Proficient with SAP Business, Power BI, Google documents.
- MS Word, MS Power Point and MS Excel (Advanced with VBA & Macros)
- Negotiating, Problem solving, Multitasking, Mastermind, Time management, Teamwork, Work ethic, Attention to detail, Commitment.

### PROFILE

Bachelor's degree in Business Administration with experience in public and private sector companies. Efficient and effective with assigned activities. Capable to manage and keep difficult situations under control. In addition, I highlight leadership, effective communication and service skills.

### WORK EXPERIENCE

July 2023- Present

ADG SAC I Santiago de Surco, Lima - Peru

#### **Administrative and Collections Assistant**

- Manage the communication with internal and external executives on various projects and tasks and handle confidential information with discretion and integrity.
- Assist in the design and presentation aspects of projects and monthly reports.
- Maintain the database updated according to daily and monthly settlements.
- Manage collection activities from delinquent employers and prepare reports with debt updates in the Conafovicer system.

2023

SUSALUD I Santiago de Surco, Lima-Peru

#### **Practitioner - Administrative and Control Assistant**

- Provide professionalism and strict confidentiality with all materials, and exercise discretion and due diligence when interfacing with clients and stakeholders
- Update the database subject to government control.
- Managing professional and personal scheduling, including agendas, mail, calls, travel arrangements, client management, and other company logistics.

2020 - 2022

Kareen Dent EIRL I Villa El Salvador, Lima-Peru

#### **Administrative Assistant**

- Manage with suppliers to ensure the adequate supply of materials and tools.
- Coordinate and prepare the care schedule according to the doctors and collaborators availability.
- Prepare and send the Sales Closing report monthly.
- Provide administrative support to patients and workers to ensure efficient operation.

### REFERENCE

Adolfo Francia  
ADG SAC / CEO  
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Carla Cordero  
SUSALUD / CEO  
Phone: + 51 999 631 207  
Email: carlac@contraloria.gob.pe