

**DAYANA ANDREA CAVIEDES POVEDA**

**ID. 1020826417 of Bogotá**

**DATE OF BIRTH: June 20, 1997**

**PLACE OF BIRTH: Bogotá (Cundinamarca) - .Colombia**

**CELLULAR: 3507950374**

**ADDRES: Carrera 74A # 74 - 37**

**CIVIL STATUS: Separate , single**

**E-mail: dayanaandrea1001@gmail.com**

#### **PROFESSIONAL PROFILE**

I am a dynamic, intelligent, proactive person, with a high level of leadership and entrepreneurship; I have a good capacity for analysis, criticism in the constructive sense, I like teamwork and obtain achievements that favor us within a space of respect; I am competitive within normal parameters because I set clear goals that demand more of my day to day.

#### **ACADEMIC TRAINING**

##### **TECHNICAL FORMATION**

**Qualification:** TECHNICAL IN MANAGEMENT IN ENVIRONMENTAL MANAGEMENT SYSTEMS

**Year of graduation:** November 28, 2014

**Institution:** SENA Agribusiness Development Center - Reg. Cund.

##### **SECONDARY TRAINING**

**Qualification:** Academic Bachelor Year of graduation: November 28, 2014

**Institution:** Monteverde Campestre District School

##### **COURSES:**

**Course:** 7th Red Nal Encounter Local Planning and Participatory Budgeting

**Institution:** Mayor of the Tourist District of Santa Marta - Santa Marta

**Course:** TOOL BOX WORKSHOP

**Institution:** Colsubsidio Technological Education Corporation - Bogotá

**Course:** WORKSHOP OPENING DOORS

**Institution:** Colsubsidio Technological Education Corporation - Bogotá

**Course:** 40 THOUSAND EMPLOYMENT WORKSHOP

**Institution:** UNIPANAMERICANA FUNDACION UNIVERSITARIA PANAMERICANA- Bogotá

**Course:** SUPPORT WORKSHOP

**Institution:** UNIPANAMERICANA FUNDACION UNIVERSITARIA PANAMERICANA- Bogotá

## **WORK EXPERIENCE**

### **SCHOOL DISTRICT CAMPESTRE MONTEVERDE**

**Start date:** February 2014 **End date:** November 2014.

**Telephone:** 6320241 - 6485874 - Mónica Isabel Zambrano - Rectora.

#### **Functions:**

Promote the rights and duties of students

Represent the students before the secretary of education, local student board, board of directors of the institution, participating and making budget decisions, disciplinary actions, in meetings making known management methods to carry out academic and pedagogical activities in the school,

attend trainings to different cities representing the secretary of education of Bogotá, meetings with the personería and comptroller of Bogotá, attend meetings with schools of the town of chapinero knowing the problematic of the environment

Plan and execute activities in consensus with other representatives of the locality in favor of educational institutions and the development of the student in their environment

## **LABOR INTERNSHIPS**

### **COLEGIO CAMPESTRE MONTEVERDE**

**Start date:** February 01, 2013

**Final date:** November 30, 2014

**Telephone:** 6320241 - 6485874 - Mónica Isabel Zambrano - Rectora.

**Functions:**

Application of sustainable environmental systems. Plan and develop a project focused on environmental education - sustainable within the institution that will contribute to the slogan "quality of life through environmental management"

To impart to the student techniques in the elaboration of ecological systems in collection of rainwater with recycled materials

aimed at rescuing identity, purpose and value in the PEI, through empowerment activities, student's appropriation towards their school environment

develop, workshops and dynamics with the community in general.

**UNITED CHURCH OF BOGOTA**

**Dental Clinic and Promise kids**

**Start Date:** 02/02/2015 - **Final Date:** 11/04/201

**Functions:**

Auxiliary lists, taking the information of each child to attach to the patient's medical history (have in order documents required as a non-profit entity)Work supporting crafts

help in the devotional, call each child according to lists while rotating groups through activity rooms while being attended by dentists

spend refreshments, lunch and pick up tables and chairs from the place leaving clean

Audience

**Convergys**

Contact center sales and customer service campaign. telephone services associated with Latinos in the US in the combined billing area.

**Team Leader** TL.Juan Muñoz

**Phone :** 313878744

## **IGT . Solutions**

**Travel Agent** Especialist in two GDS.

Global system Distribution . Helping Passengers around the world with Bookings made through PRICELINE, American Air forces , Skiplod , KAYAK,

My Job was offer the best customer service with assistance During the call , handling personal Data, Accounts Around the world .

**TL Heather Correa : 319 2624979**

**From /Until**

**05-03-2019 / 04-17-2020**

**Sitel**

**Out-bound Sales .**

Out bound calls offering and closing sales for just energy for the state of Texas ,

**05-01-20 to 01-01-0121**

**Teleperformance**

Bussines Agent offering support and help with Microsoft Licence

**01-01-21 to 06-01-21**

**Sutherland**

At&t representative , billing and sales department .

**06.02. 21 to 08.14.23**

**Optum**

Health representative CCS team

**08.14.23 to 05.31.24**

**Documents Present to Proof the work experience**

