



TANISHA MONTAÑO NELSON

Technical Degree in Administrative Support with the ability to manage in a logical, creative, and efficient manner, the processes inherent to the operations of companies in the sector; with adequate management of tools, methodologies and procedures that guarantee the implementation of best practices with innovative criteria. I am a charismatic person, with a high degree of responsibility towards the assigned position, and always attentive to the instructions given.

WORK EXPERIENCE



Cove Circunvalar km 10



(+57) 320 482 6610



tanisha.nel@gmail.com



I.D. No. 1.123.630.965 of
SAI



- ✓ Spanish
- ✓ English (Basic)



October 6, 1993



FEBRUARY 2023 to MAY 2023

Departmental Government
Administrative Assistant
Secretariat of Finance - Revenue Office



JANUARY 2022 to DECEMBER 2022

Departmental Government
Administrative Assistant
Secretariat of Finance - Revenue Office



APRIL 2021 to DECEMBER 2021

Departmental Government
Administrative Assistant
Secretariat of Finance - Revenue Office



MARCH 2020 to DECEMBER 2020

Departmental Government
Administrative Assistant
Secretariat of Finance - Revenue Office



MAY 2019 to DECEMBER 2019

Administrative Assistant • Departmental Government
Secretariat of Finance - Revenue Office



FEBRUARY 2018 to DECEMBER 2018

Departmental Government
Administrative Assistant
Secretariat of Finance - Revenue Office




 **JUNE 2017 to DECEMBER 2017**


Departmental Government
Tourist Information Officer
Secretariat of Tourism

 **DECEMBER 2017**


Solar Travel Agency
Travel Counselor

 **DECEMBER 2015 to JANUARY 2016**

Solar Travel Agency
Travel Counselor

 **OCTOBER 2014 to OCTOBER 2015**

Decameron Multivacations Hotel
Customer and Guest Service Attention

 **JULY 2013 to AUGUST 2014**

La Riviera Department Store
Salesperson

Academic Formation

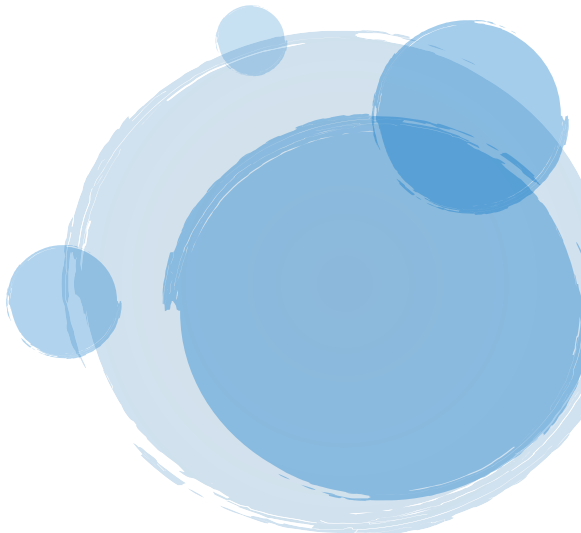
Bolivariano Educational Institution, San Andres, Island

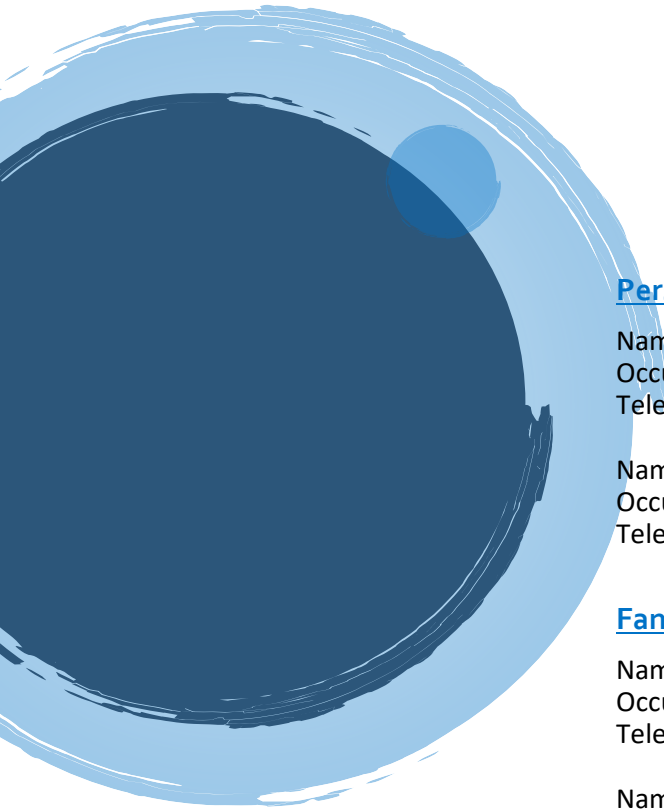
- Academic High School Graduate

The National Training Service (SENA), San Andres, Island

- Technical Degree in Administrative Support

The National Training Service (SENA), San Andres, Island

- Document Management in the Work Environment
- 



Personal Reference

Name: Laura Lobo
Occupation: Head Nurse
Telephone: (+57) 310 662 3498

Name: Yesenia Celis
Occupation: Secretary
Telephone: (+57) 304 336 6017

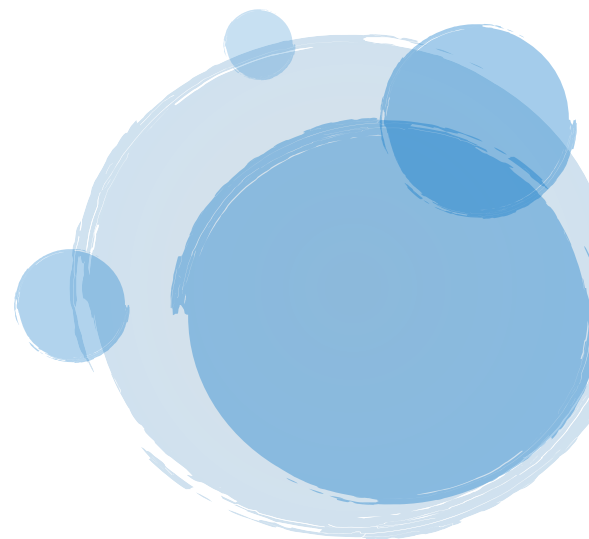
Family Reference

Name: Arly Nelson
Occupation: Accounting Assistant
Telephone: (+57) 316 822 2427

Name: Jerry Gordon Nelson
Occupation: Social Communicator
Telephone: (+57) 317 698 483

TANISHA MONTAÑO NELSON

I.D. No. 1.123.630.965 of San Andres Island





GOBERNACIÓN

Departamento Archipiélago de San Andrés,
Providencia y Santa Catalina
Reserva de Biosfera Scaevola

Nit: 892.400.038-2

THE UNDERSIGNED SECRETARY OF FINANCE OF THE DEPARTMENTAL GOVERNMENT OF SAN ANDRES ISLAND

CERTIFIES:

That Mrs. **TANISHA MONTAÑO NELSON**, who is identified with I.D. No. **1.123.630.965** of San Andres Island, worked under the Departmental Government Secretariat of Finance through the following Management Support Service Contracts:

- Contract No. **992 of 2018** with a monthly payment of one million nine hundred and twelve thousand seven hundred and seventy-six pesos (\$1.912.776) COP, for a period of five (5) months. With contract Addition No. 001 for a period of two (2) months.
- Contract No. **1548 of 2019** with a monthly payment of two million twenty-seven thousand five hundred and forty-two pesos (\$2.027.542) COP, for a period of seven (7) months.
- Contract No. **059 of 2020** with a monthly payment of two million one hundred and eighteen thousand seven hundred and eighty-one pesos (\$2.118.781) COP, for a period of ten (10) months from March 6 to December 31, 2020.
- Contract No. **CO1.PCCNTR.2433439 of 2021**, with a monthly payment of two million one hundred and ninety-two thousand nine hundred and thirty-eight pesos (\$2.192.938) COP, for a period of four (4) months from April 21 to August 20, 2021.
- Contract No. **CO1.PCCNTR.2934219 of 2021**, with a monthly payment of two million one hundred and ninety-two thousand nine hundred and thirty-eight pesos (\$2.192.938) COP, for a period of two (2) months and fifteen (15) days.
- Contract No. **CO1.PCCNTR.3548096 of 2022**, with a monthly payment of two million three hundred and one thousand ninety-five pesos (\$ 2.301.095) COP, for a period of five (5) months, starting from January 28 to June 27, 2022.
- Contract No. **CO1.PCCNTR.3910986**, with a monthly payment of two million three hundred and one thousand ninety-five pesos (\$ 2.301.095) COP, for a period of four (4) months, starting from August 12 to December 26, 2022.
- Contract No. **CO1.PCCNTR.4682756**, with a monthly payment of two million six hundred and three thousand pesos (\$2.603.000) COP, for a period of three (3) months, starting from February 27 to May 26, 2023.



GOBERNACIÓN

Departamento Archipiélago de San Andrés,
Providencia y Santa Catalina
Reserva de Biosfera Sulfonier

Nit: 892.400.038-2

The contracted party agrees with the Department to provide management support services, consisting of carrying out activities as an Administrative Assistant with the following scope of objectives:

1. Support the Revenue Office in monitoring the Consumption Tax on Beers, Liquors, and Cigarettes.
2. Support in the conciliation of Consumption Tax and Tourism Cards payments.
3. Support the filing of Consumption Tax returns.
4. Support the revision of the Consumption Tax Legalization Regulation Forms.
5. Support the Revenue Office in reviewing, reconciling, and analyzing merchandises.
6. Support in the filing of Consumption Tax declaration forms.
7. Others assigned due to the nature of the Contract.

In witness whereof, this certificate is signed on the twelfth (12th) day of the month of September of 2023.


Ingrid Juliette Betancur Roman
Secretary of Finance

DECAMERON COLOMBIA S.A.S HOTELS FROM THE MULTI-VACATION BUSINESS UNIT

CERTIFIES THAT

That Mrs. **MONTAÑO NELSON TANISHA**, who is identified with I.D. No. **1.123.630.965**, worked with our Company from October 14, 2014, to October 13, 2015, and held the position of **HOTEL SERVICE FACILITATOR** at our Multivacation Decameron Business Unit.

This certificate is issued in the city of Bogota D.C., on May 13, 2022.

Sincerely,



MARIBEL MARROQUIN ARIAS
Payroll Manager
Decameron Colombia S.A.S. Hotels

CALLE 26 N 92 32 EDIFICIO BTS4 COMPLEJO EMPRESARIAL CONECTA TELEPHONE 2193030 EXT. 23542