



# José Alejandro Montiel

Business Administration-Master's in Innovation

📞 (57) 3023306911

✉️ kairos-amv@hotmail.com

## PROFILE

Business Administration professional with a Master's degree in innovation and education. Eleven years of experience holding both administrative and pedagogical positions at international schools in Colombia and China. In 2022, I worked for ML1 S.A.S. , the consortium in charge of designing and developing the first metro line in Bogota Colombia. I lived in China for six years which allowed me to learn mandarin. I also have an advanced level of English and intermediate level of French.

## EXPERIENCE (ADMINISTRATIVE JOBS)

### CURRENTLY

Working  
remotely

### FREELANCER DIGITAL TRANSLATOR

- Provide translation of technical documents
- Create HSK2 lesson plans for learning mandarin

JAN 2025-MAR 2025

CHEC China  
Harbour  
Engineering  
Company

### INTERPRETER MANDARIN-SPANISH

- Responsible for translation of technical manuals and other documents
- Provide simultaneous translation at meetings
- Assist HR manager with some administrative tasks

SEPT 2022-AUG 2023

Metro Línea 1  
PLMB project

### ADMINISTRATIVE COORDINATOR-INTERPRETER

- Responsible for all offices (headquarters and work fronts)
- Negotiation with different suppliers to assure optimal work conditions for all the staff
- Supervisor of the general services staff
- Interpreter Mandarin-Spanish

NOV 2018-JUN 2021

Andersen  
Foreign  
Language  
School  
(Tengchong  
China)

### MARKETING CONSULTANT

- Responsible for the marketing strategy
- Design and develop both printed and audiovisual promotional materials
- Analyze data and propose improvement plans

MAR 2014-JUN 2017

GP Creative  
Bilingual  
School (Chia  
Colombia)

### ADMINISTRATIVE COORDINATOR

- Responsible for the accreditation with COGNIA
- Introduce the educational project to all interested parents
- Generate different alliances with worldwide organizations so students can have opportunities of immersion and international exchange experiences
- Recruit and train foreign teachers
- Infrastructure manager

## EXPERIENCE (TEACHING JOBS)

NOV 2013-FEB 2014

Universal  
Corp.  
(Chia-  
Colombia)

### ADMINISTRATIVE ASSISTANT

- Assist the leaders with all administrative issues
- Marketing consultant

SEPT 2023-JUN 2024

Maoming  
Binhai Huafu  
School  
(Guangdong  
China)

### ENGLISH TEACHER

- Teach English to primary school students
- Take active part in all school's events
- Provide the marketing department with ideas for the CRM plan

SEPT 2021-JUN 2022

Shulan  
Experimental  
School  
(Hangzhou  
China)

### ENGLISH TEACHER

- Teach English to first graders
- Take active part in all school's events
- Take active part of co-teaching sessions

NOV 2018-JUN 2021

Andersen  
Foreign  
Language  
School  
(Tengchong  
China)

### ENGLISH, SPANISH AND FRENCH TEACHER

- Teach English, Spanish and French to students in all levels
- Take active part in training sessions

AUG 2017-JUN 2018

Yunnan  
Foreign  
Language  
School  
(Yunnan  
China)

### ENGLISH TEACHER AND SPOKESPERSON

- Teach English to middle and high school students
- Visit several schools in Yunnan province to convey a message regarding the importance of learning foreign languages to become a global citizen

MAR 2014-JUN 2017

GP Creative  
Bilingual  
School (Chia  
Colombia)

### ENTREPRENEURSHIP AND FINANCE TEACHER

- Teach all economics related subjects to high school students
- Group director

AUG 2011-JUN 2013

CORPORACIÓN  
UNIVERSITARIA  
DEL CARIBE  
CECAR

### APPLIED MATH TEACHER

- Teach applied math to students in the first college year
  - I was an active member of the investigation and innovation team
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## FORMATION

FEB 2008-JUN 2013

**Corporación  
Universitaria  
del Caribe  
CECAR**

## PROFESSIONAL IN BUSINESS ADMINISTRATION

- Awarded with an honor distinction for academic excellence
- Active member of the investigation and innovation team
- Co-founder of the very first international exchange office (AIESEC)

SEPT 2022-JAN 2024

**Universidad  
Internacional  
de La Rioja**

## MASTER'S IN EDUCATION

- Qualified for leadership roles at schools and other educational organizations
- Expert at the latest pedagogical technologies in education
- Qualified for working at the HR department and designing the staff career plan

## COURSES

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**MyTEFL.org**

### TEFL

Teaching English as a Foreign Language is a course that certifies teachers to teach English in non-native English-speaking countries

**FIIEC  
(Fundación  
para la  
Investigación  
e Innovación  
Educativa en  
Colombia)**

### CREATIVE TEACHING

This course provides the teachers with the necessary skills to apply ICT tools in class

### INCLUSIVE EDUCATION

this course provides the teachers with the necessary skills to identify students' learning styles and special educational needs

## SKILLS

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**LEADERSHIP**

**TEAMWORK**

**ADAPTABILITY**

**MULTILINGUALISM**

**PROBLEM SOLVING**

**MICROSOFT OFFICE**

**CREATIVE WRITING**

**VIDEO MAKING**