




NICOLE LONDOÑO


ABOUT ME


I am a responsible, dynamic, and creative person who can work in a team under high-pressure conditions, with the initiative to solve problems efficiently and achieve the goals and objectives set by the company. I consider myself a person who is a thinker outside the box, reliable, and able to build good relationships with my colleagues and work environment.

CONTACT

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 Calle 38 #65D-08
Medellin, Antioquia

EDUCATION

High School

Colegio de la Sagrada Familia de Barranquilla

College

Universidad Autónoma Del Caribe
Law

REFERENCES

 **Naim Cure**
Lawyer
(313) 506-3617

 **Crisitian Londoño Lujan**
Systems Engineer
(300) 784-6709

WORK EXPERIENCE

SmartOffice

HR Representative (Jun 2021 - Aug 2022)

Managing various human resources functions, such as maintaining accurate employee records in the HR system, ensuring compliance with company policies and legal regulations.

Lean Solutions Group

Operations Assistant (Oct 2022 - Dec 2023)

Supporting daily operations and providing high-level support to executives and teams, including managing schedules, organizing meetings, and coordinating travel arrangements. Handled data entry, maintained up-to-date records and databases, and prepared reports for management. Processed payroll, verified payments, and supervised administrative procedures to ensure efficiency and accuracy. Additionally, acted as a point of contact between departments, facilitating effective communication and ensuring that operational goals were consistently met.

James Immigration Law

Client Services and Billing Specialist (Jan 2024 - Sep 2024)

Providing exceptional client support while managing billing and administrative tasks. Addressing client's inquiries about immigration processes, case statuses, and documentation requirements.

SKILLS

- Leadership
- Assertive Communication
- Administrative Operations
- Time Management
- Critical Thinking
- Customer Relationship

LANGUAGES

- Spanish
- English