



Jorge Nicolas Noriega Osorio

Bachelor's Degree in Foreign Languages with an Emphasis on English and Administrative Assistant.

+57 3203869354 jorgenoriegaosorio@gmail.com www.linkedin.com/in/jorge-noriega-osorio-a8a9a827b Monteria-Córdoba

EDUCATION

High school graduate

Buenos Aires Educational Institution
2012-2016

Technologist in Administrative Assistance

Centro de Sistemas de Antioquia
2022-2023

Bachelor's Degree in Foreign Languages with an Emphasis on English

Universidad de Córdoba
2019-2024

SKILLS

- Advanced knowledge of Microsoft Office
- Creativity
- Teamwork
- Leadership
- Critical thinking
- Analysis
- Management
- Customer service and empathy
- Discipline and responsibility
- CMR knowledge for scheduling and recording data

LANGUAGES

- Spanish
- English
- Portuguese
- French

ABOUT ME

- Professional in Education and Foreign Language Teaching, graduated from the University of Córdoba, with professional training dedicated to technology and higher education specialized in administrative assistance. I possess leadership skills, the ability to design and manage projects, and coordinate activities in various contexts. I am versatile, adaptable, and focused on providing effective solutions in different scenarios.

EXPERIENCE

A year and a half of experience in primary and secondary education, teaching children, teenagers, and adults at various levels.

Subjects in Spanish: Natural Sciences, Social Sciences, Ethics, and Values.

Subjects in English: Science, Grammar, Geography, and Ethics.

Remote Environment

- Working remotely for various companies, applying skills in customer service, administration, and process coordination. Managing tasks efficiently and adapting to dynamic environments.

Participations

- Speaker and participant in educational conferences.
- Member, Logistics Coordinator, and Co-founder of the Empowerthen Foundation.
- Workshop "Life Skills" for Social Prosperity.
- XII Conference on Teaching Practices and Student Research.
- Date: September 1st to September 9th, 2021.
- Diploma Lifelong Professional Development Empowering Foreign Language Teachers.

JOB EXPERIENCES

August 2024 to January 2025 - Cantazo Company, Bronx, NY (Remote work)

Bilingual Coordinator.

Law firm specializing in traffic accidents. Coordinating medical appointments, following up with patients at their clinics and specialists, including confirming their medical attendance.

February 2024 to March 2024 - Smartbeemo (Remote work)

Sales Advisor.

Providing offer and customer service attention regarding e-commerce educational diplomas through CMR and sales tools, creating, managing, and distributing information to improve the product presentation.

June 2023 to December 2023 - Pedagogical Tutor

Pedagogical tutor responsible for advising children aged 4 to 17 in English and French.

Other related areas of knowledge included Social Studies, Spanish, Science, Art, and Ethics and Values.

September 2023 to November 2023 - Antonia Santos Educational Institution

Planning according to the students' context and the institution's curriculum.

Students aged 15 to 17 years (Teaching Practice II).

March 2023 to May 2023 - Antonia Santos Educational Institution

Planning according to the students' context and the institution's curriculum.

Students aged 5 to 11 years (Pedagogical Practice I).

September 2020 to November 2022 - Bilingual Agent at Teleperformance

Communicating assertively and providing solutions to customers.

REFERENCES

Personal references

Carmenza Córdoba

Professor, San Buenaventura University. Academic advisor and ortho-typographic editor.

Tel:3126434831

Rebecca Zubizarreta Sherry

Professor in Literature and Sciences, Columbia University

Tel: +1 3477445767

Sol Herrera Naranjo, Ph. D

Professor, Head of the Foreign Languages Department, University of Córdoba, Colombia

Tel:3157237204

Family references

Andrea Noriega Osorio-

Psychologist, sister

3016015602

Jorge Noriega Cardenas-Father

3218055568

Icsel Villegas Romero-Bachelor's

Degree in Languages

3153876236