



CAMILA N. BURESCH

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EDUCATION

Master Real Estate Management and Project Development | San Francisco of Quito University

DECEMBER 2016 – DECEMBER 2017

Master in Design, Construction and Operations of Hydraulics works | Distance University of Madrid and Open School of Development in Engineering and Construction

JULY 2016 – JULY 2017

Civil Engineer | The Pontifical Catholic University of Ecuador

SEPTIEMBRE 2009 – JUNE 2015



PROFESSIONAL LICENSED

Real Estate Sales Person | Department of Financial Services

JUNE 2023

Life, Accident and Health, Travel Accident | Department of Financial Services

SEPTEMBER 2022



EXPERIENCE

Personal assistant | Davis Financial Service

JUNE 2022 – MAY 2023

- Review contracts and applications.
- Find new applicants and direct their interest the best way as possible.
- Daily review of the stock market
- Handle and perform marketing and any advertising
- Social Media Management
- Account Status Management

General Manager | Majestad FM Radio Broadcasting

SEPTEMBER 2018 – NOVEMBER 2018

- Reviewed business contracts and applications to determine eligibility for benefits and content.
- Reviewed all the radio programming, all the different programs and contents.
- Administration and control of radio quality and ratings by each program.
- Mentored and trained employees to become proficient and confident with their duties.
- Analyzed the movement of company finances to determine cost cutting measures
- Managed the flow of finances within the organization for the purpose of uncovering employee fraud
- Trained new and current employees on all financial aspects of radio advertisements

Architectural Design Engineer | Independent

JULY 2017 – JULY 2018

- Design and preapprove construction plans
- Oversight of total home design and construction to deliver a high-quality product
- Managed daily construction site, to include building plans, permits, and employees
- Coordinated the delivery of all construction materials in a timely fashion
- Responsible for all financial decisions regarding home design project

Contractor and legal representative for the Maintenance of sinks and sewerage in the center of the city of Quito | Consorcio R y M

DECEMBER 2016 – APRIL 2018

- Independent Contractor and legal representative of the Consorcio R y M
- Plan and assign work, based on city priorities, selective consideration of the greatest need, difficulty, community, and staff required to complete the assignments
- Provide technical case advice to the water company EPMAPS responsible for the maintenance, construction, and operation of Quito's sewerage system
- Oversee and resolve EPMAPS inquiries that require a high level of attention
- Coordinate and train every employee to specialize in a specific function
- Gather and process all information of the city sewerage system
- Oversee a rapid reaction force, prepared to deploy with a team of employees in any water emergency for the City of Quito 24 hours a day

Junior Engineer at MR Home. CLTDA | Mireya Rojas

SEPTEMBER 2012 – DECEMBER 2016

- Plan and/or review any document or future contract
- Look for new clients. Make offers and designs for new projects
- Plan the execution of the work and the movement of the work personnel required at each stage
- Teach workers the occupational hazards plan and what to do in risky situations
- Train work personnel in their functions and obligations
- Supervise and direct site personnel
- Plan and coordinate with the different material providers.
- Manage the economic flow
- Make monthly progress report of work, justifying expenses vs progress
- Ability to work under pressure and handle multiple deadlines
- Project management and development the construction site



SKILLS

Leadership
Management
Problem solving
Time Management
Bilingual (English and Spanish)

Teamwork
Flexibility
Organization
Willingness to learn



TECHNICAL PROFFICENCY

AutoCAD
Microsoft Excel
Microsoft Word
Microsoft Project
Microsoft PowerPoint

MATLAB
Etabs
Water CAD
Civil CAD