



## ABOUT ME

I am an Industrial Engineer. With 3 years of experience working in administrative and operational roles.

## CONTACT



+573232826657



Crisvermag3@gmail.com



Medellin - Antioquia

## TOOLS

- Canva
- Capcut
- Excel
- Google Ads

## IDIOMAS

- Spanish- Native
- English - Starting B1

# Cristina

## VERGARA

INDUSTRIAL IG.-MODEL-BLOGGER

## EXPERIENCE

### LEGAL ASSISTANT

Alcanos de Colombia s.a.s

File company documents and PQRs, prepare statistical reports, archive, agenda, inventory, billing, authentication of powers, organize meetings, direct documents to the corresponding lawyer.

### ADMINISTRATIVE ASSISTANT

Credit and service cooperative.

Billing, credit registration, general cash management, customer service.

### QUALITY ASSISTANT

Call center Outsourcing

Call monitoring, observations and recommendations to follow and reports.

## TRAINING

### INDUSTRIAL ENGINEER

University Corporation of Huila

2011-2018