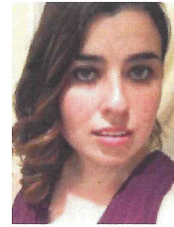


Asistente Administrativa

21/06/16

\$21,000

Sueldo



Referencia a

pref.

200 metros

**CYNTHIA FERNANDA CORDERO LEE**

de la

Culinary Arts  
Diploma Banquet and Event Organization

32 años,

Alberca

Corina, Col. Del Carmen Coyoacán

No 117 Mexico City

Phone: 044 55 3659 5385

Mail: [cynthia.cordero39@gmail.com](mailto:cynthia.cordero39@gmail.com)

C.P. 04100 Casada,

olimpica Entre Paris y  
Londres.

**Profile**

1 hijo de

3 años

I have experience in administrative activities, event planning and public relations. I am considered by my former bosses as a persistent person, accurate and reliable.

I have extensive experience in dealing with customers.

I consider myself a person who is always open to learn new things in order to increase my knowledge and to develop myself professionally and personally.

Mand 0445521295142

**Work Experience**

Elisa Julia Lee Referencias

October 2015 - May 2016 Uber Technologies Inc. Mexico City

*Incident Response Representative y Management of Social Network (Facebook y Twitter)*

\*Resolution of complaints and problems of Latin America (Tier 2)

\*Tracking of emergency requests

\*Real-time response to requests and comments from our followers

**Achievements:**

\*Response efficiency y 70% compared to the previous year

\*98% of clients satisfactorily served

March 2010 - March 2015 Ingegneria SPM Srl, Milan, Italy

**Logistics and Event Coordinator**

\*Personal Assistant of CEO

\*Administrative activities such as invoices, track expenses, management of agenda, trip reservations among others

\*Organizing and planning the logistics of more than 150 people

**Achievements:**

\*Decreased logistics costs compared to previous years

\*Increased agreements with different companies in order to obtain better results

sos. baqueiro

Netos. com.

\$18,000 por

nómina

Prot. Ley.

Bono de productividad

(Liquidación)

Con prot.

de Italia  
Suiza, Inglaterra

Dubai.

S6MM.

Sale

porque su

a México

es transferido

**October 2008 - January 2010 Edoardo Montaina Photography, Rome, Italy**

**Public Relations Coordinator**

\*Planning and Organization of art exhibitions

Achievements:

\*Introduction in an International Market (México)

Sale para casarse y mudarse a Ley.

January 2008 - August 2008 Nordlys Photo, Mexico City

**Public Relations Coordinator**

\* Portfolio of Walmart and Avon

Sale para irse a prest. Ley.

March 2006 - July 2006 Banquetes Le Tawil (Kosher), Mexico City

**Planning and Organization of Events Coordinator**

\*Event planning within the Jewish community in Mexico City

**March 2005 - February 2006 Hotel Secrets Capri Riviera Cancun (5 estrellas)**

**Concierge**

\*Meet all the customer needs

**Education**

**2006- 2007**

**Diploma Banquet and Event Organization**

International School of Hospitality Florence, Italy

**2001 -2004**

**Culinary Arts**

Centro de Estudios Superiores de San Ángel (CESSA) Mexico City

**Languages and Computer Skills**

English - advanced

Italian - advanced

Office, iOS Mac

**Hobbies**

Horse back riding

Travelling

Urban gardens