

Asistente Administrativa

21/06/16

\$21,000

Sueldo



Referencia a  
pref.

200 metros

CYNTHIA FERNANDA CORDERO LEE

Culinary Arts  
Diploma Banquet and Event Organization

de la

Alberca

olímpica Entre París y  
Londres

Profile

Corina, Col. Del Carmen Coyoacán  
No 117 Mexico City  
Phone: 044 55 3659 5385  
Mail: [cynthia.cordero39@gmail.com](mailto:cynthia.cordero39@gmail.com)

32 años,

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.

Marc 0995521295142

sofia.bagueiro

Work Experience

Elsa Julia Lee Referencias

a Uber.

October 2015 - May 2016 Uber Technologies Inc. Mexico City

Neto.

Sale García

\$18,000 por

com.

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

hónica

Prot. Ley.

Bono de

productividad

(Liquidación)

Switzerland / de Italia  
de Inglaterra

Achievements:

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

\*98% of clients satisfactorily served

160,160 euros

con prot.

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

Excel.

Dubai.

\$6MM.

Achievements:

\* Decreased logistics costs compared to previous years

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

Sale porque su

a México su esposo 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)

1200 euros por  
Inglaterra, China nómica  
Suecia. prest.de  
Sale para casarse y mudarse a Ley.  
Milan.

January 2008 - August 2008 Nordlys Photo, Mexico City

**Public Relations Coordinator**

\* Portfolio of Walmart and Avon

\$ 12,000 por nómina

Sale para irse a prest. Ley.

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

+italia.

**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** Titulada, promedio 9.0  
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