

# SOFÍA CRUZ CAMACHO

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Seeking for the opportunity to make a sound position with stability in corporate world for a long term career, assisting on having a good work environment, allowing achieving organization goals so I can also pursue personal accomplishment.

\* Holder of American SSN for work with DHS authorization, Valid Visa and Passport \*

April 2017 - July 2017      MOËT HENNESSY DE MÉXICO      Mexico City, México

***Receptionist***

January 2017 - March 2017      GRUPO AVANZIA      Mexico City, México

***Activador (Expediter - Supply Chain)***

- ✓ Facilitate the interface with Vendors involved in the supply chain activities.
- ✓ Review with vendor the supply schedule is in compliance with the contract terms.
- ✓ Seek the material supply duly and on time.

July 2015 - July 2016      SAIPEM SERVICES MEXICO      Mexico City, México

***Expediting/Inspection Officer Post Order (Supply Chain)***

- ✓ Review P.O. and contract terms, ensuring vendor's supply schedule is on time.
- ✓ Provide and guarantee punctual reliable data updating in SAP on supply progress.
- ✓ Coordinate proper delivery and if delays minimize impact.
- ✓ Provide feedback over vendor performance
- ✓ Home Office Supplies Contract Administrator.
  - Stationary Supply Control saving \$880,000.00+mxn in 9 months reusing 78.86%
  - Recycling campaign, achieving 10,000 kg.
  - "Comision Mixta de trabajadores" on Saipem's behalf.

November 2013 - Junio 2015      SAIPEM SERVICES MEXICO      Mexico City, México

***POST ORDER Assistant (Supply Chain)***

- ✓ POSE's internal and external Focal Point.
- ✓ Expediter Trainee (First order fully carried on and closed Sept 2014)
- ✓ Assistance on proper compliance of internal policies.
- ✓ Verify documents issued by POSE for Management approval.
- ✓ Clerical Work assistance on filing, document control, correct use of WBS or Cost Centers.
- ✓ SAP Requisitioner and assistance, procedures and weekly SAP reports..
- ✓ MM advance report from construction site and warehouses.

September 2012 - November 2013 CASINO LIFE DEL VALLE, PRINGSA-CIRSA Mexico City, México  
**Slot & Floorperson Casino Supervisor (Electronic Bingo Supervisor)**

July 2010 – June 2012 LUMINA LUXURY SUITES Mexico City, México  
**Concierge - General Manager**

August 2008 – January 2009 Walt Disney World Company, Yacht and Beach Club Resort Orlando, FL, USA  
**Front Desk Cashier**

- ✓ Achieved 5 times recognition as "Great Service Fanatic" at the front desk.
- ✓ Give Kids the World Village Volunteer late November

#### **EDUCATION:**

2006- 2009 Universidad del Valle de México, México, D.F.  
Touristic Enterprise Management (*Gradescholarship*) Professional License

Aug 2008 - Dec 2008 Disney Advanced Studies in Hospitality Management Course (44 contact hrs.)  
Disney College Program / Central Michigan University

#### **SYSTEMS:**

✓ DPMS (Disney Property Management System by IBM)		
✓ SAP	✓ SABRE / SABRE GDS	✓ EPH&R
✓ WEBEX	✓ CRS / I.V.I.	✓ OTA's / IDS
✓ Microsoft Office	✓ Bally // MGS System	

#### **TRAINING & CERTIFICATES:**

2016 Uso adecuado de INCOTERMS y su impacto en el Despacho Aduanal - Grupo Aduanal Galván  
2015 Expediting Training Update 2015 – Saipem Services Mexico  
2015 SAP – Saipem Services Mexico  
2014 P.R.I.N. – Saipem Services Mexico  
2008 "Managing Events so They don't Manage You" - Central Michigan University  
2008 First Impressions, Walt Disney World Front Desk Training - Disney University  
2006 Teacher's Diploma Course  
2005 First Certificate in English F.C.E.  
2003 Certificate in English Language Skills C.E.L.S.  
2002 Preliminary English Test P.E.T.  
2001 English Language Examination for Secondary Schools E.L.E.S.S.  
2000 Certificat Elementaire de Langue Francaise C.E.L.F.  
1999 Key English Test K.E.T