



Esperanza **E. VERÓNICA GUTIÉRREZ MONTIEL**

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32 años, Soltera

OBJECTIVES: The implementation, development and expansion of field and/or theoretical experience achieved on my degree to the corporation and as well as my personal evolution.

EXPERIENCE

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04455 44 67 04 68
Title: C.F.O. Assistant

Boss: Leonard Wapler

Duration: Aug. 14 - Dec. 14.

Management of professional and personal C.F.O.'s agenda, support on the process of work permits in Mexico and safeguarding office and personal confidential documents, management, control and payment of the housing arrangement in México for the C.F.O.; Coordination of transportation and safeguard service in México and in foreign countries; Elaboration of Briefing books, presentations, translations, letters, memos, voice and video conference calls; Corporate accounts management and development of new controls; Expense reports, booking, flights, cars, transportations and travel management, travel and housing arrangement, travel expenses, payroll deposits; Petty cash; Control and management of the area archives; of stationery supplies

Nissan

Title: Director Assistant

Boss: Maria. Eugenia Santiago **Title:** Director of corporate communications for Mexico, Latin America and the Caribbean

Duration: May. 13 - May. 14.

Control of the professional and personal Agenda, management of the housing arrangement in México for the Director, also Coordination of transportation and safeguard service in México and in foreign countries; Safeguarding office and personal confidential documents; Administration and balance of budget of the area and development of new controls and measurements; Administration and control of the loan of the fleet to the media; SharePoint administration for México; Elaboration of Briefing books, presentations, translations, letters, memos, voice and video conference calls; Expense reports, booking, flights, cars, transportations and travel management, travel and housing arrangement, travel expenses, Petty cash; Control and management of the area archives; of stationery supplies.

Puma Electronics

Title: Assistant

Boss: Vladimir Ramos **Title:** C.E.O. (Chief Executive Officer)

Duration: Apr. 09 - Jan. 13

Direct assistance to different managers; The Coordination of travels to several people and their Agendas; Monitoring the per diem of the personnel; Purchases of the executive office and management's offices; Elaboration of briefing books, presentations, memos, letters, conference calls in audio and video, control and management of the area archives; Expense reports, booking, flights, cars, transportations and travel management, travel and housing arrangement, travel expenses, payroll deposits; Petty cash; Control and management of the area archives; of stationery supplies; Costumer collections; Entering data to the system; Control and maintenance of basic services payments (will handed a report of the monthly payments); and different responsibilities that I was assigned.

EDUCATION

EBC Escuela Bancaria y Comercial, Campus Reforma Finance and Banking from 2012 to the current date

COMPETENCIES

Windows, Word, Excel, PowerPoint, Outlook, SAE, Rumba, ITT, TTS, FVT, Oracle.

OTHERS:

Certificated on: Iso 9000 - 2001

LANGUAGES

English 95%
Japanese 20%