

CURRICULUM VITAE

DORIS AGUILAR

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A) 1. WORK EXPERIENCE:

Executive Bilingual Secretary. February 2013 – Present Date.

Tasks undertaken:

- To manage the petty cash and general office tasks.
- To produce Annual Financial Statements.
- To supervise the hours of the personnel (in and out hours)
- Translation English/ Spanish and viceversa of different documents and formats
- To manage the submission and follow up of daily correspondence with the customers and artists.
- To coordinate and prepare arrangements for regular Art Fair
- To coordinate the monitoring of the camaras.
- To manage Information Technology tasks
- To be in charge of the Gallery in absence of the Managers.
- General office tasks

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A) 2. WORK EXPERIENCE:

Executive Bilingual Secretary. February 2000 – February 2013.

Tasks undertaken:

- To manage the petty cash and general office tasks.
- To produce administrative reports on annual statistics and achievements of other departments
- To supervise the hours of the personnel (in and out hours)
- Translation English/ Spanish and viceversa of different reports and formats
- To manage the submission and follow up of international correspondence with the International Headquarters in London.
- To coordinate tasks and prioritize functions between the offices of the leadership
- To coordinate and prepare arrangements for regular international trips of the leadership
- To coordinate arrangements for international monitoring
- To manage Information Technology tasks
- To be in charge of the department in absence of the Managers

A) 3. WORK EXPERIENCE:

**Bilingual Executive Secretary. International Sales Department. Brokers, Agents and Manufactures Representatives.
February 1996 – February 2000**

Tasks undertaken:

- To prepare the commercial documents in order to import products
- Direct importation from the sales companies to the customers.
- To produce different administrative reports for the Agents
- To deal with the customers in order to inform them the shipment details and other necessities.
- Direct communication with the sale companies (written and by phone)
- To receive and handle the shipment documentation
- To send the corresponding documentation to the custom office.
- To prepare international visits of the Managers, from the companies that we represent, to the customers.
- Translation of correspondence and general office tasks

A) 4. WORK EXPERIENCE:

Tasks undertaken:

- To register students
- To produce student registration reports
- To produce statistics
- Assistant of the Principal office
- To produce different administrative reports for the Principal
- General office tasks

B) ACADEMIC BACKGROUND:

- Universidad Americana (American University). *System Engineering*
(Two years completed)
- Instituto Tecnológico de Costa Rica (Technological Institute of Costa Rica) *English Advanced Program – levels 1 to 9.*
- American Business Academy *Bilingual Executive Secretary.*
- Universidad de Costa Rica (University of Costa Rica)
General Studies.
- Liceo Roberto Brenes Mesén *High School Diploma.*

C) OTHER SKILLS

- Lotus Notes Administrator training:
 - ✓ **Management of Lotus Notes System.** For nine countries in Latin America. Seminars received in:
 - Buenos Aires – Argentina. June 2006
 - Kingston – Jamaica. June 2010
 - Kingston – Jamaica February 2012
- Languages: Advanced use of English in both written and oral, including translation expertise. Full command of Spanish as first language.
- Wide knowledge of Microsoft programs.

D) REFERENCES:

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- A vertical blue decorative bar with a white border is located on the left side of the page.
- Mr. Sergio Calvo, Operational Director – Central America, Sigma Alimentos Tel (506) 8826 3959
 - Lic. Lilliam Bembhy, Music Therapist. Tel (506) 8882 4669
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