

SAMUEL GIRALDO

White Plains, NY 10603

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(914) 619 – 4548

Highly motivated, organized, and efficient. Excellent communication and interpersonal skills. Experience training and motivating team members. Strong computer skills. Tech savvy person. Personable and persuasive; able to build rapport with diverse client base.

EDUCATION

- **B.S. Industrial Engineering**
Technological University of Pereira
Pereira, Colombia.
- **A.S. Marketing**
Westchester Community College
Valhalla, NY.
- **Interactive Technologies A.A.S.**
Westchester Community College
Valhalla, NY.

PROFESSIONAL EXPERIENCE

CLM Enterprises

Brooklyn, NY 11232.

September 2016 –

Present

Position: Administrative Assistant.

- Provide sales solutions to the costumers.
- Keep the inventory up to date in the warehouse.
- Supervise the packing and shipping of merchandise.
- Elaboration of sale orders, purchase orders, invoices among others in QuickBooks.
- Elaboration of detailed reports.

Chamber of Commerce of Pereira

Pereira, Risaralda, Colombia.

July 2013 –

December 2015

Position: Returnee Program Coordinator

- As a team member, I assisted entrepreneurs to develop their business ideas.
- Helped in the creation of 18 new entrepreneurship in a period of a year.
- Assisted in the sales department of every entrepreneurship.
- Elaboration of detailed reports.

Position: Town Coordinator Assistant

- Assisted in the organization and elaboration of events.
- Sold in the one to one format, programs related to the Chamber of Commerce.
- Supported in the elaboration of reports.

Position: Town Coordinator Apprentice

- Assisted in the organization and elaboration of events.
- Sold in the one to one format, programs related to the Chamber of Commerce.

ADDITIONAL EXPERIENCES

White Plains Hospital

White Plains, NY, USA.

Position: Clerical Job.

- Volunteer

SKILLS

Proficient in MS Excel, Word, and Power Point. Basic understanding of Quickbooks. Fully Bilingual English/Spanish.