

## CURRICULUM VITAE

### PERSONAL INFORMATION

Name **ROSE MARIE PACHECO MORA**  
Address **VOLCAN HUDSON 0367, TALAGANTE**  
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Date of birth september 12th, 1964

### WORK EXPERIENCE

**December 2019 – March 2020**

VGC Abogados  
Replacement at honorariums as assistant for the Lawyer office.

**Mayo 2018 a 06 septiembre 2019 •**

**Generadora Metropolitana SpA**  
**Assistant for the Technical Managment**

In 2018 (may) Sociedad Eléctrica Santiago SpA was sold by the owners to the new Company (AME /EDF Francia)

I remain in the position of Plant Assistant, given support to the new administration in all administrative and Human Resources tasks for the staff of the Central Nueva Renca, Sta. Lidia and Los Vientos Plants (116 persons)

The main results in this time were:

Keeping the budget (travels, events, administrative supplies, etc.)

Human Resources task (worker life cycle, benefits, holidays, etc)

the achievements obtained were the continuity in the administrative management for workers in the Plants.

Maintain the correct relationship with all the neighborhood in the Renca community

Etc.

In charge of meeting rooms, managers agendas, etc.

**Noviembre 2006 a Mayo 2018**

**Sociedad Eléctrica Santiago SpA (Aes Gener Holding)**

Work experience in different areas of the Cia. for the good performance of the position:

- Arrange travels and accommodations and prepare vouchers, coordination and logistics of trips, meetings, office supplies, etc.
- Environmental and Safety documentation management (Standards - RCA, etc)
- Sending and maintenance of information to SVS (SEIL management)
- Prosecutor's office (powers, deeds, essential facts, etc.)
- Finance (payments, invoices, suppliers, budgets, purchase orders, etc.)
- Development of Social Responsibility activities with the communities:
- Achievements in participation of cultural heritage activities, invitation to Universities and educational communities to visit the Plants, etc
- HR; maintenance of the worker's life cycle, benefits, remuneration, overtime sheet, work environment, Great Place To Work as a HR business partner, in charge of the activities of birthdays, Christmas, September, as well as training ones.
- Management of different platforms, SAP, work day, Concur, etc.
- Budgets etc.

**• 2005 a 2006**

**Aes Gener S.A.**

Assistent of Financial Vice-President (CFO)

Maternal replacement (pre y post )

- **2005**      **Free Lancer**  
Independent worker for different Companies as Assistant in temporary replacement :  
Empresas Carozzi  
Foster
- 2004      Roche Laboratories  
Maternal replacement in the Financial area supporting COMEX area
- **2001 a diciembre 2003**      **Cima S.A.**  
Assistant of the General Manager  
Market studies in different companies for LATAM (Nestle, Entel, Coca cola, etc.)
- **1991 a 2001**      **AMERICAN SCREW DE CHILE S.A.**  
Assistant of Financial Manager  
Financial duties, in charge of the staff of correspondence area.

## ACADEMIC BACKGROUND

- 2017      **Diplomaed in Human Resources**  
**Universidad de Chile. (1 semester )**
  - HR Strategy  
Recruitment  
Training  
Performance evaluation  
Conflict Resolution and Changes  
Engagement  
Leadership and Team Development
- 1995 - 1998)      **INTERPRETER AND TRANSLATOR**  
**ENGLISH /SPANISH**  
  
Tittle given by the Universidad Arturo Prat  
Technical skills to analyze and translate texts from the English language to Spanish, handle international certified English (TOEIC) and Spanish writing techniques
- 1985      **Executive Assistant**  
**Manpower de Chile**

## HABILITIES AND TECHNICAL SKILLS

OFFICE (WORD, EXCEL, OUTLOOK )  
CONCUR, WORKDAY, ISSA  
SAP

## OTHER

Be part of miscellaneous work teams in different companies as in work areas has been fundamental in my professional and human development, giving it to me a wider business vision in which I performed.

- Internal client orientation

- Ability to interact effectively with people in different areas/levels of the company
- Creation of collaborative relationships and resolution capacity of problems and conflicts
- Ability to work under pressure
- Confidentiality management
- Proactive attitude

[linkedin.com/in/rose-marie-pacheco-m-99136890/](https://www.linkedin.com/in/rose-marie-pacheco-m-99136890/)

#### REFERENCES:

Norberto Corredor  
Gerente Complejo Centro Aes Gener S.A.  
Celular 569 8299 2767  
Norberto.corredor@aes.com

Alfonso Pacho L.  
Gerente General  
San Andrés Solar  
Celular 569 8198 0271

Marcelo Rubio  
CEN (Coordinador Eléctrico Nacional)  
Celular 569 5197 5581