

Carola Lobos A.
Mail: cplobos@gmail.com
Mobile: +569 6520 9716
María Teresa 6220, Las Condes
Single, no children
Chile



DEVELOPED ACTIVITIES - EXPERIENCE

24 years of experience in Supervision, Administration, Costs Control, Management, Customer Service, Planning, Implementation Processes, Full command of English and Portuguese. Availability to travel. Pro-activity and Service. EA assisting CEO / Presidents / Directors / Executive Managers and General Managers, as well as working as Office Manager and Analyst in translations and monthly reports. Provide and develop executive and administrative duties, responsible for managing agendas, bookings, renting services, supervise: receptionist, juniors, housekeeping and coffee lady, dealing with Embassies for visas and Executive issues, develop functions and business meetings (Board of Directors, others), assist Legal area with governmental entities, negotiation with hotels for rates and services. Develop public relations with clients, legal area, foreigners, Executive Directors, Ambassadors, Media, Government area. Manage and deal with Insurance Company regarding Insurance packages.

Responsible for Sales Department and supervise functions jointly with PPRR (as PR Officer/Sales Executive).

EDUCATION and QUALIFICATION (DEGREE):

Higher Studies:	Portuguese Diploma - Advanced level (2007 - 2008) Seminary "The Challenge of the Service" R. Fischer (2004) Bilingual Executive Secretary Diploma - MANPOWER - (1996) Mastery of Integral English Diploma - MANPOWER - (1994)
Secondary Studies:	High School Studies "Compañía de María" 1989 - 1993 - Stgo, Chile
Primary School:	"Compañía de María School" - Santiago, Chile

SPECIAL SKILLS:

Full command of English, Portuguese and Spanish. Understanding and composition of Business writing. Manage of banking and mercantile documentation as well as HHRR documents. Knowledge of Foreign Trade. Windows Operating system, Microsoft Office (word, excel, p.point), Outlook, lotus notes, internet, SAP. Responsible, organized, hard-working, proactive, efficient, multi-task, professional, loyal and punctual person.

OTHERS:

General Culture, Professional Ethics, Human Relations, Emotional Intelligence. Excel advanced course (Dec 2010), High mountain driving course (2009). First Aid courses (2005 and 2007). Residence in Rio de Janeiro - Brazil (1997), travels around Europe, Latin America and the Caribbean. Cruise trips. Protocol & Modeling course diploma (1994), P.A.A. (1993).

Therapeutic area: Yoga, Reiki, Meditation, Emotional Coaching.

WORK EXPERIENCE:

- Jan 2016 – Up to date **Independent (Translations, Part time jobs, English Classes)**
Working independently doing part time jobs (replacements as EA to Board of Directors), as well as translations and English classes.
- May 2011 – Dec 2015 **Soc. Inversiones Los Aromos Ltda. (Emb. Coca Cola Polar & Others)**
Trilingual EA to President / PA to President of Maltexco S.A. /EA to Legal Manager.
Responsible for Board of Directors meetings, Manage administration issues as Office Manager dealing with Suppliers and Services Companies, Responsible for personal issues of each President such as manage of properties, salary payments, bank accounts, University's issues (his children), medical insurance, cars insurance, properties insurance, Supervise juniors, receptionists and coffee lady, Supervise cleaning, Control of the office supplies and groceries. Confidential translations. Responsible for travel arrangements, coordinate agendas and meetings.
- Aug 2010 – May'11 **SAMSUNG Electronics Chile – EA to Presidency.**
Trilingual EA to President.
Responsible for personal issues of the President such as bank accounts, contracts with services companies for his house, assist his wife in personal issues (Both Korean). Responsible for Weekly Executive Committee's Report, participating in each weekly meeting with all Korean Managers taking notes of each area status to prepare the Report. Organization of Functions, Confidential translations, Expenses Claims, Manage agenda and meetings, book hotels and airplane tickets, Supervise junior.
- Nov 2004 – March'10 **Pacific Hydro Chile S.A. (Australian Electrical Company)**
Trilingual EA to CEO – President, Latin America Director and General Director.
Worked for CEO, CFO, Chairman and Board of Directors as well as Commercial, Legal and HSE Managers (All Australians). Responsible for Board of Directors meetings, Organization of Functions, Executive Committees and Australian Visitors. Organize Managers' agendas, bookings (hotels, airplanes tickets, rentals, meeting rooms), renting helicopters and cars. Responsible for obtaining Visas for travelers, dealing with lawyers, Australian Embassy, Media and Government Area. Analysis of Translations and Monthly Reports. Supervise receptionists, juniors and coffee ladies. Office Manager being in charge of services companies contracts, Control of office supplies and groceries. Confidential translations.
- Sept 2003 – Oct '04 **Hoteles Presidente – Public Relations Officer.**
Responsible for Sales and functions' supervision of the 4 hotels in Chile.
Public Relations Officer, responsible for sales and public relations, supervise banquet department in Santiago, Sales Reports of the 4 hotels in Chile. Travels to do public relations in each Hotel.
- June 1996 – Sep 2003 **Bilingual Executive Assistant to GM in different Companies.**
Valle Nevado Resort, IFPI Chile, Nextel Chile, Geodatos do Brasil Ltda.
- Feb – May 1996 **Professional Practice – General Electric International Inc.**
Bilingual EA for Region Support Services and America's Manager

(Professional references will be provided upon request)