



MARTHA GARCIA

Date of birth: 30/08/1974

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WORK EXPERIENCE

Nov/2017 - Present: Chris Ross Companies

Position title: Virtual Assistant

Activity:

Email monitoring

Data Entry

Data Base updating

Updating the back office

Social Media Management

Copy Paste work

Typing Work

Web research

May/2015: Tecnotransporte

Position title: Production Analyst

Activity: Processing, validation and control of the travel expenses of the staff.

Preparation and control of invoices through the administrative system.

Administration of financial procedures associated with special taxpayer.

Make arrangements for service quotes, collections.

Management of computer tools: Microsoft Office, Outlook, Internet, Adobe Reader.

January/2013: Calderys Refractarios Venezolanos

Position title: ADMINISTRATIVE ASSISTANT CEO

Activity: Hold communication with international providers in English language.
Agenda management, travel coordination and travel expenses of the staff.
Preparation of personnel reports in support of the HR Department.
Support to the HR department in the preparation of the registration of IVSS, paperwork for vacations.
Support to the Accounting department in the preparation of checks and retentions.
Management of computer tools: Microsoft Office, Outlook, Internet, Adobe Reader

EDUCATION

1995: Degree in Informatics

TSU Informatica

I.U.T. "Antonio José de Sucre" Valencia Edo. Carabobo

LANGUAGES

English: SCHOOL OF LANGUAGES "BERLITZ"

Advance Level

SKILLS

Writing letters, reports in clear, concise, coherent terms.

Organizational capacity

Work under pressure.

Proper management of interpersonal relationships

Proficient with computing environments

Computer tools: Microsoft Office, Outlook, Internet, Adobe Reader, Social Media
Windows applications.

Google Sheets

Google Docs

Wufoo Forms,

Google Drive

Slack

Asana

StreamYard