

JOSEFINA OVIEDO ROSARIO

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Contact:

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Education:

Bachelor's Degree in Business Administration

Universidad Cultural Dominico-Americana (UNICDA) February 2011 (G.P.A. 3.3)

Ave. Abraham Lincoln 21, Santo Domingo, Republica Dominicana

Relevant Education:

Class Studies:

Administrative functions - Management Accounting – statistics – Economy Enterprise Budget

Human Resources Management – International Trade – Financial Management

Business Strategy - Communication Strategy – Marketing Management – E- Commerce

Awards:

International Scholarship

Ministerio de Educacion Superior de Ciencia y Tecnologia (MESCYT) July 2012

Master in Advertising

(Universidad Antonio de Nebrija) Madrid, Spain

Achievements:

Certificate in Human Resources

Open Training Institute (Open Universities Australia) June 2015

Certificate in Creating Person – Centered Service Plans

ACADEMY of Peer Services (University of Medicine & Dentistry of NJ) September 2017

Work Experience:

Banco Leon de la Republica Dominicana
Ave. John F. Kennedy, 135, Santo Domingo, Republica Dominicana

Internship: Human Resources Department

- Recruitment and selection of staff
- Contact persons to be interviewed
- Interview the candidates to study the profile
- Provide assessments and psychometrics test
- Obtain employment references of candidates for employment
- Archive bank staff documents

Skills:

Researching, organizing, communicating orally and writing, Team work
Responsible, adaptability, strong work ethic, multi-tasking, problem solving
Customer service.

Technical Skills:

Microsoft Word, Excel, Power point, Microsoft publisher, Outlook, Internet.

Languages:

Bilingual: speak, write and read in English and Spanish.

