

**MASTER IN DIRECTION AND ACCOUNTING MANAGEMENT**  
**MASTER IN DESIGN, AND MANAGEMENT OF PROJECTS**



**BACHELOR'S DEGREE IN BASIC EDUCATION WITH  
EMPHASIS IN HUMANITIES, SPANISH LANGUAGE  
AND ENGLISH**

**BILINGUAL ADMINISTRATION**

**SIMULTANEOUS TRANSLATION AND INTERPRETATION**

**ORAL AND WRITTEN**

**HOME ADDRESS: TURBACO, CONJUNTO RESIDENCIAL**

**ROSO II HOUSE 2**

**PROFESSIONAL PROFILE:**

Master trilingual in Accounting Management and Management with experience in the Tourism, Industrial, Hotel and Teacher Master sector in Designs, Project Management and Management, with a high sense of belonging, proactivity, creativity and leadership. Coordination with the different processes of the organization, active participation in the team with excellent interpersonal relationships. Customer orientation, management and supervision of personnel. Responsible, committed to the interests of the company and interest in professional updating. The Master in Design, Management and Project Management of the International Ibero-American University UNINI of Puerto Rico is in capacity to:

- Design, manage and direct any type of project following international standards.
- Create the right organizational climate for those involved in a project to develop processes of creation, generation and dissemination of knowledge.
- Lead consulting and research projects applied to Project Design, Management and Management, under a rigorosity consistent with the level of mastery and guidelines of national and international standards
- ❖ Proactive, Competitive, Responsible, Efficient, Talented, Diligent, Honest, Enthusiastic and Optimistic.
- ❖ Leadership Capacity In Working Groups, Showing Motivation Skill.
- ❖ It has analytical capacity in the detection and solution of problems.
- ❖ Oral and Written Translation of the English Language as a Foreign Language.
- ❖ Capacity in Teaching the Spanish and French Language for Foreigners.
- ❖ E-Learning Platform Management: Moodle - Blackboard-Maxtrax
- ❖ Application Management: Office – Zeus Hotelero

**EDUCATIONAL PROFILE:**

**PROFESSIONAL MASTER IN ADDRESS AND ACCOUNTING MANAGEMENT**

Cef. FINANCIAL STUDY CENTER (MADRID/SPAIN) 2009/2010

**MAGISTER IN DESIGN, MANAGEMENT AND PROJECT MANAGEMENT**

IBEROAMERICAN INTERNATIONAL UNIVERSITY UNINI (PUERTO RICO)2012

**DEGREE IN BASIC EDUCATION WITH EMPHASIS IN HUMANITIES, SPANISH LANGUAGE AND ENGLISH.**

CARIBBEAN UNIVERSITY COPORATION (CECAR/ SINCELEJO)2009

**TRANSLATION PROGRAM**

AMERICAN COLUMBUS CENTER 2010

**TRANSLATION AND TOURISM / BILINGUAL ADMINISTRATION (AD HONOREM TESSIS)**

BOLIVAR COLLEGE COLLEGE 2000

**high school**

SCHOOL CITY COLLEGE OF COMFENALCO 1995

**KNOWLEDGE AND EDUCATIONAL TRAINING SKILLS:**

**NATAL LANGUAGE**

Spanish

**FOREIGN LANGUAGES**

ENGLISH AND FRANCES

**BRITISH COUNCIL/CENTRO COLOMBO AMERICANO FOR ENGLISH LEARNERS** APTIS LEVEL C1

**BRITISH COUNCIL/CENTRO COLOMBO AMERICANO FOR ENGLISH TEACHERS**

APTIS LEVEL C1

**AMERICAN SCHOOL WAY FOR ENGLISH TEACHERS**

TOIEC LEVEL C1

**E- CITIZEN CERTIFICATE INTERNATIONAL CITIZEN FIRST TEFL CERTIFICATE IN ELGLISH LANGUAGE**

**FRENCH LANGUAGE SKILLS DIPLOMA**

DELF B2

**PROFESSIONAL QUALITIES:**

**LANGUAGES:** ENGLISH AND FRACES AS A SECOND LANGUAGE (**INTERNATIONAL QUALIFICATIONIN TEACHING KNOWLEDGE TEST (TKT).** Teachers' Knowledge And Development Course (Tkd)

80 Hours. From April 8th, 2008 To April 16th, 2008 And From July 21st, 2008 To July 30th, 2008 British Council Bogotá D.C. August 6th, 2008.

- **E-LEARNING PLATFORM MANAGERMENTS:** MOODLE – BLACKBOARD- SANTILLANA - RICHMOND- TEAMS-GOOGLE MEET-ZOOM
- **APPLICATION MANAGEMENT:** OFFICE – ZEUS HOTELERO - MICROSOFT MONEY

### **EDUCATION:**

**DIPLOMA IN EDUCATIONAL RESEARCH UNIVERSITY OF LA SALLE 2011**

**DIPLOMA IN UNIVERSITY TEACHING  
UNIVERSIDAD JAVERIANA DE BOGOTÁ - RAFAEL NÚÑEZ UNIVERSITY 2004**

**DIPLOMA IN PEDAGOGICAL INTERNSHIPS  
COMFENALCO TECHNOLOGY FOUNDATION - TECNAR 1999**

### **OTHER STUDIES:**

**COLOMBO AMERICAN CULTURAL CENTER  
PROFICIEENCY IN THE ENGLISH LANGUAGE (CHILDREN /ADULTS)1985/1996**

**SCHOOL CITY OF COMFENALCO  
INSTRUCTION AND TRAINING IN OLYMPIC AND RHYTHMIC GYMNASTICS.**

**UNITEP COMPUTER  
AUXILIARY IN SYSTEMS AND SYSTEMIZED ACCOUNTING.**

**D'ANGEL MODELS  
GLAMOUR- LABEL- PROTOCOL AND MAKEUP.**

### **CONGRESSES-SYMPOSIUMS-SEMINARS-FORUMS-WORKSHOPS**

**RAFAEL NUNEZ UNIVERSITY CORPORATION  
CAMBRIDGE UNIVERSITY PRESS UNIVERSITY RESEARCH WORKSHOP AND TEACHING ALTERNATIVES  
CAMBRIDGE ELT SEMINAR ENGLISH TEACHING TECHNIQUES**

**BOLIVAR COLLEGE - UNIVERSITY OF CARTAGENA SEMINARY BACHELOR'S DEGREE IN TECHNOLOGY TEACHING**

**OXFORD UNIVERSITY PRESS  
ANNUAL ENGLISH LANGUAGE TEACHING SYMPOSIUM**

**E.F. LEARN A LANGUAGE – UNIVERSITY OF CARTAGENA WORKSHOP ON ENGLISH PEDAGOGY**

**CANADIAN ALLIANCE.  
CANADIAN METHODOLOGY TO TEACH MODERN LANGUAGES**

**CARTAGENA INTERNATIONAL SCHOOL, EDITORIAL STANDARD DIGITAL EDUCATION FOR CHILDREN AND ADOLESCENTS.**

**PRENTICE HALL DE COLOMBIA LTDA.  
ACADEMIC WORKSHOP: MULTIPLE INTELLIGENCES.**

**FUNDACIÓN INSTITUTO TECNOLÓGICO DE COMFENALCO PEDAGOGY SEMINAR FOR ENGLISH TEACHERS**

**O.B.M. S.A.  
FORUM ON ENGLISH GRAMMAR AND LINGUISTIC PEDAGOGY**

**SCHOOL OF HOPE  
ENGLISH ABOARD, WORKSHOP ON ENGLISH LANGUAGE METHODOLOGY IN THE NEW MILLENNIUM**

**COLLEGE OF HOPE – SECRETARY OF EDUCATION,  
WORKSHOP ON BILINGUALISM IN CARTAGENA WITH A VIEW TO THE EDUCATION OF THE NEW MILLENNIUM.**

**ECEC  
ENGLISH TECHNIQUES FOR TEACHING SIMPOSIUM  
RISHMOND PUBLISHING EVALUATION IN THE CONTEXT OF ENGLISH LANGUAGE TEACHING**

**UTB. ASSESSMENT FOR EFL SETTINGS, "HISPANIC WOMAN: NOTIONS OF BILINGUALISM AND PEDAGOGICAL IMPLICATIONS", LANGUAGE SKILLS MIN ACTINO WITHIN COMMUNICATIVE FRAMES.  
UNIVERSITY OF CARTAGENA  
"LET'S MAKE SCHOOL INTEGRATION A REALITY IN CHILDREN AND YOUNG PEOPLE WITH COGNITIVE DEFICIT AND DOWN SYNDROME"**

**UNIVERSITY OF SAN BUENAVENTURA DE CARTAGENA SEMINARY -WORKSHOP ON NEUROPEDAGOGÍA CENTER OF EARLY TEACHING NEW WORLD**

**SEMINAR WORKSHOP ON HANNIBAL PEDAGOGICAL INTERLOCUTION BUSTOS COBO 2005**

**NEW WORLD EARLY TEACHING CENTER  
SEMINAR-WORKSHOP IDENTIFICATION OF EDUCATIONAL EMOTIONAL PATTERNS**

**THE UNIVERSAL- ASPAEN  
CONFERENCE TYPES OF GAMES AND MODES OF PARTICIPATION OF THE EDUCATOR**

**UNIVERSITY OF BUENOS AIRES - ASPAEN  
1st LATIN AMERICAN CONGRESS OF CHILDREN'S EDUCATION**

**SINU UNIVERSITY 2005.  
SEMINAR- WORKSHOP : MOTIVATION OF LEARNING.**

**PEARSON LOGMAN – HOTEL DANN CARLTON (B/QUILLA) LEARNNING ENGLISH AS AN INTERCULTURAL  
ADVENTURE**

**PEARSON LOGMAN AND CENTRO COLOMBO AMERICANO  
WORKSHOP "USING DRAMA TECHNIQUES IN THE ENGLISH CLASSROOM (THE 7 BASICS OF THEATER)**

**RICHMOND PUBLISHING.  
HAVING FUN WITH WORDS: TEACHING VOCABULARY, LEARNING IN THE 21<sup>ST</sup> CENTURY**

**BOLIVAR COLLEGE.  
SEMINAR ON ICT EDUCATION AND MANAGEMENT**

**BOLIVAR COLLEGE  
COMPETTIVENESS SEMINAR WITH TOTAL QUALITY**

**CHURCH JESUS CHRIST IS THE LORD  
BIBLICAL STUDIES OF PASTORAL FORMATION, HOMILETICA, HERMENEUTICS AND CHRISTIAN COUNSELING**

**BOLIVAR COLLEGE-CHAMBER OF COMMERCE FORUM EDUCATION WITH GENDER PERSPECTIVE  
INDUFRIAL FOUNDATION - MICROEMPRESARIAL MANAGEMENT COURSE CARTAGENA LANGUAGE AND TOURISM  
CENTER (CITUCAR)  
PSYCHOLOGY COURSE OF PERSONAL MOTIVATION TOWARDS SUCCESS**

**SAIC-INTESA  
CUSTOMER SERVICE TRAINING**

**IAFIC- BOLIVAR COLLEGE  
CARROT LAW FORUM IN CARTAGENA**

---

---

**BOLIVAR MAJOR COLLEGE:**

- SEMINAR ON FOOD AND BEVERAGE ADMINISTRATION
- WAGE MANAGEMENT FORUM
- STATISTICAL- ADMINISTRATIVE FORUM
- FORUM ON WOMEN'S DEVELOPMENT IN THE BUSINESS WORLD
- WOMEN'S SEMINARY AGAINST THE NEW MILLENNIUM
- CONGRESS OF HUMAN RELATIONS AND SATISFACTION IN THE RACE
- SEMINAR- WORKSHOP THE IMAGE AFTER THE IMAGE... AN APPROACH TO POSTMODERNITY
- FORUM ON LABEL AND PROTOCOL CHAMBER OF COMMERCE

**CLUSTER AND COMPETITIVENESS**

**COLLEGE OF HOPE - COLLEGE SCHOOL SCHOOL OF EARLY TEACHING NEW WORLD FORUM ON THE AMERICAN SONG OF CARTAGENA**

**RICHMOND TOOLS FOR THE IMPLEMENTATION OF BASIC STANDARDS OF ENGLISH SKILLS. 2007**

**TEACHERS' KNOWLEDGE AND DEVELOPMENT COURSE (TKD) 80 HOURS.  
FROM APRIL 8<sup>TH</sup>, 2008 TO APRIL 16<sup>TH</sup>, 2008 AND FROM JULY 21<sup>ST</sup>, 2008 TO JULY 30<sup>TH</sup>, 2008  
BRITISH COUNCIL  
BOGOTÁ D.C. AUGUST 6<sup>TH</sup>, 2008**

**INTERNATIONAL QUALIFICATION IN TEACHING KNOWLEDGE TEST (TKT)  
UNIVERSITY OF CAMBRIDGE ESOL EXAMINATIONS - ENGLISH FOR SPEAKERS OF OTHER LANGUAGES.2008**

**THE FUTURE OF ENGLISHES. CAMBRIDGE UNIVERSITY 2008.**

**SAFETY ABOUT INDUSTRIAL TRAINING(HSE)**



**CB&I. FOREMAN TRAINING-CB&I. FIRST AIDS -CB&I. DEFENSIVE DRIVING CB&I. BASIC MECHANIC-CB&I. POWER TOOLS -CB&I. HAND TOOLS CB&I. HAND PROTECTION-CB&I. I CARE TRAINING  
CB&I. CONFINED SPACE-CB&I. ATS-CB&I. WORK PERMIT  
CB&I. WORK AT HEIGHT -CB&I. IDOCS.-CB&I. MAXTRAX (QUALITY CONTROL). SANTILLANA-COLMIXTO 2017  
BILINGUAL CURRICULAR GUIDELINES (DBA)**

**BOLIVAR UNIVERSITY OF TECHNOLOGY  
TUTORIAS IN VIRTUAL LEARNING ENVIRONMENTS 2017**

**EDUCATION SECRETARY AND UDC  
UPDATING ENGLISH FOR DISTRICT TEACHERS AND BILINGUAL INMERSION 2019**

**WORK EXPERIENCE:**

**SCHOOL LA ESPERANZA  
ENGLISH TEACHER AND LANGUAGE COORDINATOR (PREJARDIN, GARDEN, TRANSITION AND ACADEMIC MEDIA EDUCATION)  
IMMEDIATE BOSS: WILLIAM MARTINEZ  
PHONE: 3103565228**

MRS. GILSY MARTINEZ POLO

**O.B.M. S.A.**

**ENGLISH ACADEMIC ADVISOR FOR NON-FORMAL HIGHER EDUCATION AND CHILDREN'S ACADEMIC COORDINATOR**

**IMMEDIATE BOSS: ARACELLY PAILIER /LILIANA RUBIO (HEAD OF ADVERTISING) CARTAGENA 6530820-312337368**

**PHONE: CEL. 3008367897- 571-4170180 (SANTA FE DE BOGOTÁ)**

**ECEC S.A.**

**ENGLISH ACADEMIC ADVISOR FOR NON-FORMAL HIGHER EDUCATION AND CHILDREN'S ACADEMIC COORDINATOR**

**IMMEDIATE BOSS: KELLY DIAZ COLON PHONE: 3157578400**

**COLLEGE SCHOOL OF EARLY TEACHING NEW WORLD OF ENGLISH (LICENSE IN BASIC EDUCATION )**

**IMMEDIATE CHIEF: MANUEL MENDIVIL**

**PHONE: 6607557-6609001**

**INSPECTORATE COLOMBIA LTDA.**

**TRANSLATOR (ENGLISH-ENGLISH), LOGISTICS, MARKETING AND PUBLIC RELATIONS.**

**IMMEDIATE BOSS: JAIRO ALFONSO CHACÓN CHACÓN/ KELLY GAVIRIA**

**PHONE: 310 728 8759**

**SALESIAN PROFESSIONAL SCHOOLS COORDINATOR OF THE ENGLISH PROGRAM OF TECHNICAL EDUCATION FOR WORK, HEAD OF AREA, TEACHER OF ENGLISH (SECONDARY BASIC AND TECHNICAL MEDIA)**

**IMMEDIATE BOSS: CARMEN BUSTOS PHONE: 6643062**

**TECNOLOGICA DE BOLÍVAR UNIVERSITY**

**ENGLISH TEACHER (UNDERGRADUATE)**

**IMMEDIATE BOSS: FABIAN GAZABON/ALICIAMEJÍA**

**PHONE: 6535200- 3004877237**

**HOTEL CARTAGENA PLAZA**

**CUSTOMER SERVICE COORDINATOR (LICENSE)**

**IMMEDIATE BOSS: ROXANA BUELVAS**

**PHONE:6654000**

**ALTAIR BILINGUAL SCHOOL ENGLISH TEACHER**

**IMMEDIATE BOSS: LILIANA MEDINA PHONE: CEL. 3112312956**

**CBI**

**EXPANSION PROJECT OF THE REFINERY**

**SPANISH TRASLATOR /BILINGUAL CLERK IMMEDIATE BOSS: BRIAN MCCOLM**

**PHONE:+5756560076**

**CORPORATION COLEGIO MULTILINGUE BEVERLY HILLS SCHOOL BILINGUAL TEACHER**

**IMMEDIATE BOSS: JOSE ARIZA PHONE: 6445266**

**EFE ENGLISH FOR EVERYONE MULTINATIONAL**

**ACADEMIC ADVISOR OF ENGLISH IMMEDIATE BOSS: JUANA MAZA**

**PHONE: 3006262411**

**JOINT COLLEGE THE TEACHING STERN OF ENGLISH**

**CHIEF: ANA DE CONGOLINO**

**PHONE: 3046683614**

MRS. GILSY MARTINEZ POLO

**SINU UNIVERSITY PROFESSOR OF ENGLISH CHIEF CATEDRA:  
BOSS: DOUGLAS JAM  
PHONE: 3205279435**

**RAFAEL NUÑEZ UNIVERSITY AND EUROCENTRES  
ENGLISH FOR UNDERGRADUATED STUDENTS  
BOSS: ELIANA CARREAZO PHONE LIGHT: 321633360**

**WALL STREET COLOMBIA  
ENGLISH TUTOR FOR PROFESSIONALS  
BOSS: JENNIFER TALERO  
PHONE: 3102642874**

**FUNTAB  
ENGLISH TEACHER FOR PREGRADO  
BOSS: LINA LICONA  
PHONE: 3163138978**

**UNIVERSITY OF CARTAGENA AND SECRETARIA DE EDUCACION  
ENGLISH WORKSHOPIST FOR BILINGUAL PROJECT TO TEACHERS OF THE DISTRICT OF CARTAGENA  
BOSS: RUTH GUTIERREZ  
PHONE: 3145941150**

**COMFENALCO UNIVERSITY  
ENGLISH TEACHER FOR UNDERGRADUATE TECHNOLOGY UNIVERSITY FOUNDATION  
BOSS: MARELVIS SERRANO  
PHONE: 3003422065**

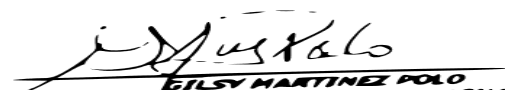
### PERSONAL AND FAMILY RECOMENDATION

**ALFREDO CAMARGO: ACADEMIC COORDINATOR, DEGREE IN PHILOLOGY AND LANGUAGES, INTERNATIONAL COLOMBO UNIVERSITY FOUNDATION.  
PHONE: 6726080 - 6641714**

**LOURDES DE ZUBIRIA:  
DEGREE IN PHILOLOGY AND LANGUAGES, SIMULTANEOUS TRANSLATOR, COLOMBO INTERNATIONAL UNIVERSITY FOUNDATION.  
MOBILE PHONE: 6641714 - 6644887.**

**GUSTAVO MARTINEZ FRANCO:  
DEGREE IN PHILOLOGY AND LANGUAGES, BOLIVAR TECHNOLOGY UNIVERSITY PHONE: 6726080 – 6641714  
MOBILE NUMBER: 3205091011**

**GUSTAVO MARTINEZ POLO:  
CHEMICAL ENGINEER - ENGLISH TEACHER WASHINGTON DC,  
MOBILE PHONE: +1 (301)9791528**

  
GILSY MARTINEZ POLO  
CC 321633360 DE CARTAGENA