



# Guadalupe Abigail Robledo Ruiz

**Education:** Universidad Politécnica de San Luis Potosí  
**International Marketing Degree**

(2014 - 2019) San Luis Potosí, México.

A Bachelor Degree in International Marketing with work experience in various fields; Focused results and solve problems depending over goals. It has the ability to develop, adapt and achieve goals collectively and individually. The work of high demand is always a factor that leads to success. High development in Marketing in its approach to consumption in one of the most important companies at national level, likewise in its Industrial focus within a Global company.

## Experiencie.

### **Continental Tire de México S.A de C.V.** **Traffic and Foreign Trade Trainee**

November 2018 until today.

- Transportation follow-up.
- Annex 22.
- RP with foreign Suppliers. (Use of the English language)
- Search for purchase orders in the SAP system.
- Use and knowledge in shipowners platforms. (customers)
- Creation of Certificates of Origin in VUCEM.
- Creation of shipments by DHL inside and outside of Mexico.
- Monitoring and reporting of raw material warehouse downloads.
- Preparation of documentation for export.
- Creation of the traffic manual in the modalities of maritime, terrestrial and aerial operations; manage the file of import and export operations files.
- Project: Update of fractions registration in VUCEM for CoO emission

### **Commercial Chain OXXO (FEMSA)** **Marketing Trainee.**

August 2017 - August 2018 (1 Year)

- Direct / indirect purchases Oracle (SAP) Management of ORACLE (SAP)
- Quotation with Suppliers.
- Warehouse supply.
- Management and control of Advertising.
- Management and control of Fast Food assets.
- Creation and monitoring of investment applications (Oracle-SAP)
- Management of the Microstrategy Business platform for generation of primary data of the company for results in various management.

## **MANTECADO**

### **Sales and Marketing Assistant**

January 2017 July 2017 (7 months)

Part-time work with the following activities:

- Telemarketing. (Sale and after-sales) and quotes.
- Community Manager (Instagram, Facebook)
- Design. (Ps, Ai e In)
- Delivery driver.

24 years old.

**Email:** abigailrobledo23@gmail.com

**Mobile:** 4442230602

## **Main Skills**

- ☐ Decision making.
- ☐ Project planning.
- ☐ Analysis capacity.
- ☐ Teamwork.

## **Certifications**

- ☐ **Cambridge English** Entry Level Certificate in ESOL International (Entry 3) (B2)
- ☐ Office Specialist for Office Word 2010
- ☐ Microsoft Office Specialist for Office Access 2010
- ☐ Microsoft Office Specialist for Office Excel 2010
- ☐ Microsoft Office Specialist for Office PowerPoint 2010

## **Courses**

- Reformas Aduaneras, Valoración Aduanera e Incoterms y Clasificación Arancelaria (2019).

## **Otros.**

- ☐ VISA and Passport current.

## **Volunteering.**

- Toltecayotl Festival 2017 and 2018
- Labyrinth Museum of Sciences and Arts.