







Kevin Carvajal



Personal details

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-  Bogotá
-  Male
-  [linkedin.com/in/kevin-carvajal](https://www.linkedin.com/in/kevin-carvajal)

Languages

- English 
- Spanish 
- French 
- German 

Skills

- Adaptability
- Assertiveness
- Effective Communication
- Leadership
- Problem Resolution
- Proactiveness

Profile

Professional in Modern Languages with an emphasis in Business Administration with years of experience in customer service, experience in sales, and proficiency in financial administrative management. Distinguished by multilingual and communicative skills, effective in managing organizational processes and strengthening interinstitutional relationships. Experienced in market analysis and developing communication and marketing strategies in multicultural contexts. Committed to operational excellence and teamwork to drive business growth and client satisfaction.

Education

Modern Languages Professional Jul 2019 - May 2023
ECCI University, Bogotá D.C., Bogotá, Bogotá
With emphasis in business administration.

Teaching English as a Foreign Language Course (TEFL) Nov 2023 - May 2024
TEFL Academy, UK.
Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK.

Employment

Billing Analyst Jun 2022 - Apr 2024
Publicis Groupe (PGD), Bogotá
National and international invoicing, management and collection of national and international portfolios, financial reports, and national and international general documentation.

Finance & Administrative Coordinator Mar 2021 - Mar 2022
Eventtia
National and international invoicing, management and collection of national and international portfolios, financial planning, financial reports, investment plans, national and international general documentation, national and international banking, accounting, payment to international and national suppliers, national and international payroll.

Collections Representative Aug 2020 - Mar 2021
D & S Global Solutions
Trilingüal Collections Representative for Fedex in charge of the Caribbean zone.

Courses

Typewriter Course 2007

Cost and budget management Sep 2024

Paralegal for US law firms Sep 2024
Personal Injury Paralegal Bootcamp

Certificates

Coaching Skills for Leaders and Managers

LinkedIn course completed

Apr 2022

Applying Management Accounting

LinkedIn course completed.

Apr 2022

How to manage collections

LinkedIn course completed.

Mar 2022

Business English: Mastering Online Meetings

LinkedIn course completed.

Mar 2022

Business English: How to write business emails successfully

LinkedIn course completed.

Oct 2021

Providing Legendary Customer Service

LinkedIn course completed.

Oct 2021