

Ana Milena Gaviria Naranjo

Administrative Engineer

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PERSONAL SUMMARY

Experienced professional in the field of business administration. Also experienced in Human Resources regarding areas such as Compensation and Benefits, Talent and Development, Training, Organizational Culture, Selection and Information Management.

I have administrative skills to organize resources, follow up processes, propose improvements, and achieve results in a timely and efficient manner. By working with various teams throughout my career, I have developed and implemented strategies and processes that have generated positive impacts on organizations as well as consumers / clients.

My professional interests are directed towards undertaking responsibilities that allow me to lead the improvement and optimization of processes, and the development of new skills in order to have a positive impact on people/ communities.

EDUCATION

Currently Studying at University

M.S Human Resources and Labor Relations, expected to graduate in 2022

The Pennsylvania State University

State College, Pennsylvania.

Bachelor's Degree

Administrative Engenieer

Universidad Nacional De Colombia

Medellin, Colombia

Graduated 2014

CARREER HISTORY

Graduate Assistant

The Pennsylvania State University (Part time position)

August 2020 – present

Responsibilities:

- I am currently working with a professor in a project for the publication of a paper, conducting analysis and summarizing literature and providing information to the professor regarding the most relevant findings.

Telephone Interviewer**The Pennsylvania State University – Survey Research Center (Part time position)****United States – State College**

September 2018 to April 2019

Responsibilities:

- Conducted Surveys with families that participated in the sibling's relations study carried out by The Arizona State University and supported by Penn State University and performed the data entry in the system.

Center Research Administrative Assistant (Part Time position)**The Pennsylvania State University**

United States – State College

April 2018 to date

- Provided support in specific administrative tasks to the Labor and Employment Relations Office. Precisely, I worked on the data entry of a study conducted on human resources practices.

Volunteer**Abba Java Coffee**

United States - State College

October 2017 – January 2018

Motivated by providing a service to the community I volunteered at Abba java cafe, doing all the necessary activities to provide the best service to the students and the community.

Senior Analyst of Talent and Development**Avon Colombia S.A.S.****Medellín - Colombia**

March 2017- June 2017

Responsibilities:

- Coordinated the training activities for the Company's employees in Colombia, Peru and Ecuador.
- Supported the creation and implementation of courses for the development of organizational skills.
- Coordinated the internal training program of the company "Avon University".
- Coordinated the performance evaluation and talent processes for employees in Colombia, Peru and Ecuador (1000 employees).

Talent and Development Leader**Avon Colombia S.A.S.****Medellín - Colombia**

October 2016 - February 2017

Responsibilities:

- Managed the Talent and Development area as a temporary assignment.
- Managed the Talent and Development area budget (70.000 USD).
- Defined the 2017 work plan for the Talent and Development area.

Business Partner – Human Resources

Avon Colombia S.A.S.

Medellín - Colombia

August 2014 - September 2016

Responsibilities:

- Bridged information between the 300 employees of the different sales areas and Human Resources areas.
- Led and implemented the processes of Performance Management, Salary Planning and Talent Review.
- Generated and implemented strategies to strengthen the company's organizational culture.
- With the leaders of the areas, built proposals on organizational structure and generated the actions required for their implementation.
- Supported the creation of Employee's Development Plans.
- Supported the process of selecting, linking and disengaging of employees.

Compensation and Benefits Intern

Avon Colombia S.A.S.

Medellín - Colombia

December 2013 - June 2014

Responsibilities:

- Guaranteed the implementation of the Salary Planning process for the company's employees.
- Bridged communication between the Compensation and Benefits department and multiple other Human Resources departments.
- Participated weekly in the Latin American Job Evaluation Committee to define new Company positions grades, and present the cases related to the Andean countries: Colombia, Peru, Ecuador and Venezuela.
- Carried out the valuation charges for the entire Latin America cluster.
- Created Compensation and Benefits salary policies for the standardization of the area processes.
- Audited bonus calculation for managers and professional level employees.

LANGUAGES

Spanish – Native Speaker

English – Advance/ Fluent

KNOWLEDGE AND SKILLS

- Working knowledge of Microsoft word, Excel, power point and, Microsoft office
- Planning and detail orientation
- Problem solving and self-started
- Assertive communication and teamwork.

REFERENCES

Available on request.

Ana Milena Gaviria Naranjo