



# Sophia Colin

Masters /Business Management

I have a Bachelor's Degree in Accounting and one year of training on Master's level in Business Financial Management. I know perfectly basic software (word, excel, power point, access and I used quickbooks software in accounting). Accounting and Management skills: Experience in financial Management of Projects and in interpersonal communication. Strong analytical and planning skills and the ability to achieve organizational goals. Productive, efficient and dynamic, working for several years in high pressure environments with multiple responsibilities.

## ABOUT ME

### NAME

Sophia Colin

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## MY EDUCATION



Bachelor Degree

Institut Universitaire Quisqueya Amerique (INUQUA) November, 2012-July 2017

## WORK EXPERIENCE



Human Resource Director Assistant

Assist Human Resource Director, scheduling appointments, conducting orientation, maintaining records and information, Organize, compile, update institution personnel records and documentation, Ensure that all company HR procedures and guidelines are followed.



Accounting Assistant

Providing support to the Accounting Department, Preparing financial and narrative reports, Processing transactions, issuing checks, and updating ledgers, budgets



Public Relations Officer

Organized PR events (meeting, open days, press conferences) and serve as the company's spokesperson, Edited and update promotional material and publications (brochures, videos, social media posts etc.), Prepared and submit PR reports

## SKILLS

### PROFESSIONAL SKILLS



## MY INTERESTS & HOBBIES

### TRAVEL, CULTURE AND MUSEUMS.

I like to travel and discover the culture of other countries and also visit museums.

### VOLUNTEERING

I like helping and working with orphaned children

### FAMILY

Spend time, create memories with my husband and daughters

## SOME OF MY WORK & CERTIFICATIONS

### SOME WORKS



## THESIS & PUBLICATIONS

## CONTACT

### SEND ME A MESSAGE



*Thank You!*

"The definition of insanity is doing the same thing over and over again, but expecting different results." You want to be different, [click here.](#)"