

## CYNTHIA PAMELA GUTIERREZ DIAZ

Industrial Engineer with a degree from the “University of Lima”, with 8 years of experience in several fields at multinational corporations, such as Human Resources and Controlling. Internships: Financial, Marketing and Systems support. Right now I work in a nonprofit education organization in the field of project of sustainable development and as a Professor.

### EDUCATION

#### **Universidad de Lima**

Master in Direction of Operation and Projects

April 2017 to Present

#### **Centrum – Business School**

Post-graduate degree of management of Human Resources

May 2014 – March 2015

#### **Universidad del Pacífico – Business School**

Post-graduate degree in Management compensation of Human Resources

August 2012 - February 2013

#### **Universidad de Lima**

Professional degree of Industrial Engineering

2011

### WORK EXPERIENCE

#### **“UNIVERSIDAD DE LIMA”**

##### **Professor**

August 2015 to Present

Project Coordinator for the development of Sustainable Development Events.

Project Coordinator for the business school of the university: Design graduate programs and manage process of quality.

Mathematics’ Professor of General Studies Program

Creativity and Innovation’ Professor of Industrial Engineering

Introduction to Process Analysis’ Professor of Industrial Engineering

##### **Teaching Assistant - Faculty of Industrial Engineering**

February 2015 to July 2015

Support the development of educational projects for the university.

##### **Teaching Assistant - Faculty of Industrial Engineering**

April 2011 to December 2015

In charge of the laboratories teaching class of Electrical engineering, Industrial automation and Machines & Tools.

#### **GRUPO ACES PERU S.A.C**

##### **General Manager**

November 2014 to January 2016

This project was created in order to offer job and training of personal development to people who most need it. It offered home cleaning services.

#### **PARQUE ARAUCO. INMUEBLES COMERCIALES EL PERU S.A.C.**

##### **People & Development Analyst (Human Resources)**

May 013 to June 2014

In charge of the process of recruitment, selection, development of an appropriate staff onboarding program an adequate internal communication. Support the development of events that contributed a good work climate. Responsible for the staff training activities in accordance of the employee’s development in the company. Responsible for gathering and analyzing the payroll information. Responsible to elaborate the annual budget, controlling and analyzing the salary information.

#### **HATCH ASOCIADOS S.A.**

##### **Human Resources Advisor**

October 2012 to January 2013

Responsible for gathering and analyzing the payroll information and the personnel taxes information. Management of expatriates. Data entry and quality control of leaves for holidays and absences of the employees. Management of matters relating to the welfare of the employees.

#### **GRUPO REPSOL PERU**

##### **Planning and management control analyst of Human Resources Enero 2011 a Setiembre 2012**

Development of the salary review using Haygroup Methodology. Development of payment proposals for new employees of for internal movements as required from the business partners form all the business lines. Controlling and analyzing the number of employees of the company and its expenses. Controlling the development of the HR Annual Plan. Prepare the annual budget of the company’s employee’s expenses, including expatriates (Upstream and Downstream). Update the structure of the company in SAP system.

##### **Human Resources Intern (Upstream: Exploration & Production, LNG) Marzo 2010 a**

Noviembre 2010

##### **PHILIPS PERUANA S.A. - Controlling Intern of Healthcare, Junio 2009 a Enero 2010**

**PACIFICO VIDA COMPAÑÍA DE SEGUROS Y REASEGUROS S.A. - Intern within the Marketing Department, Julio 2008 a Noviembre 2008**



**UNIVERSIDAD DE LIMA - Intern of Systems Support, Enero 2008 a Julio 2008**

### Personal development:

- Missionary.
- Finance Coordinator in University Missions. (<https://es-la.facebook.com/MisionesUniversitariasPeru/>)
- Professor volunteer in (marinera and math) and administrative volunteer in human resources at Crea+. (Non profit organization: <https://creamas.org/>)
- Christmas Campaign Coordinator for 500 niños in Pamplona Alta.
- Volunteer at Comparte Project attending poor children of Lima and developing projects in their communities. (<https://es-la.facebook.com/comparte.upc/>)

*Hobbies: Marinera Norteña, Theater, Piano, Basic Violin.*

### Other knowledge

- Advanced English: (University of Maryland US) TOEIC 930/990.
- TOEFLibt 88
- Advanced French – DELF B1 y B2.
- Basic Portuguese.
- SAP user (MM, HR, MM y FI).
- Minitab, Labview, PLC and HMI.
- Advanced Ms Office.

### Personal Information

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years  
old  
Single