**Laura Salazar Suero.**

P: (438) 873 0101 •E: lsalazarsuero@gmail.com • Montreal, Quebec

**SKILLS**

* Efficient, responsible, and reliable
* Integrity, empathy, team oriented
* Proficient in English, Spanish, and French
* Microsoft Office

**PROFESSIONAL EXPERIENCE.**

**Personne de Ressources** August 2015

College LaSalle, Montreal

* Welcoming new students and their parents
* Assisting in the orientation process guiding new students towards the completion of all the necessary requirements in order to enroll into a program, and/or the steps to follow prior the first week of class.

**Office Coordinator.** July 2013 – April 2014

Salazar, Jiménez & Asociados (Accounting consultants), Santo Domingo, Dominican Republic

* Maintain employee files in accordance with company's policies
* In charge of recruitment for the firm and the firm's clients
* Monthly settlement of employees government tax
* Staff training and development
* Purchase of office supplies

**Administrative Assistant.** December 2012 - July 2013

International Air Transport Association, Western Caribbean Office, Santo Domingo, Dominican Republic

* Provide customer service support to airlines and Western Caribbean’s Cargo and Travel agents.
* Support the application process for BSP agents managing new applications, initial financial assessment, financial security, location inspection.
* Support Agency Management process, registration of changes of address, changes in shareholders, affiliation of new agencies, detachment of agencies.
* Support Risk Management process including irregularities, financial assessments, financial security, and reinstatements of agencies.
* Weekly follow up of agencies payment.
* Inspection of soliciting travel agents, to assure they met up the IATA standards.

**Assistant to the General Director** March 2011-December 2012

Oficina Nacional de la Propiedad Industrial (National Office of Industrial Propriety), Santo Domingo, Dominican Republic

* Provide the General Director with administrative support, to make effective decisions and maintain the proper development of operations.
* Take minutes at meetings, maintain records of the decisions made, inform those in charge of them and keep track to ensure compliance with deadlines previously established.
* Investigate and assist in the definition of policies and procedures.
* Support the protocol department in the organization of events.
* Manage correspondence, and files.
* Custodian of petty cash fund.

**In House Accounts Responsible Dominican Republic** February 2009 – August 2010

Acerh Dominicana (formerly Adecco), Santo Domingo, Dominican Republic

* Responsible for the recruiting process for different companies, making sure to effectively provide customers with the required personnel
* Interview by competence process and Assessment Center technique, application of psychometric selection tests, verify job and personal references provided by candidates and write interview reports.
* Induction program.
* Coordinate the logistics of the outsourced personnel hired.
* Update eligible candidate database.

**Benefits and Service Analyst** May 2008- January 2009

Andin Caribe International (Jewelry manufacturers), Santo Domingo, Dominican Republic

* Responsible for coordinating all services regarding employees Financial Cooperative; handling affiliations, discounts, loans analysis, follow up services.
* Take care of personnel claims.
* Responsible for daily headcount and absenteeism reports.
* Support the recruitment process, application of psychometric and projective test and phone screening.

**EDUCATION**

**Diplôme d’études collégiales (D.E.C.) Business Management (Ongoing)**

College LaSalle, Montreal.

**Master in Human Resources Management (2012)**

Instituto Tecnológico de Santo Domingo, Dominican Republic.

**Bachelor in Psychology (2008)**

Instituto Tecnológico de Santo Domingo, Dominican Republic.