

# ARELI HERNANDEZ

## PROFESSIONAL SKILLS

Project management  
Team management  
Event planning  
Stage management

## COMPUTER SKILLS

Microsoft Office 365  
iOS and Windows  
Google Drive & Apps  
Zoom, Teams, Skype, Streamyard  
Social Networks




## LANGUAGE SKILLS

Spanish - Native  
English - Professional working proficiency  
French - Elementary proficiency

## INTERESTS & HOBBIES

Professional Organization  
Art & Culture  
Environment  
Cats  
Travel

## CONTACT INFORMATION

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 @arelihr  
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References available upon request.

## WORK EXPERIENCE

### MEDICAL INTERPRETER

Datamark, Inc. | Dec 2020 - Aug 2021 | Chihuahua, México

- Live interpretation of medical calls from English to Spanish and vice-versa

### EXECUTIVE ASSISTANT TO THE CHAIR

Ministry of Culture, State Government Administration | Sep 2018 - Nov 2020 | Chihuahua, México

- Administrative and operative functions
- Office manager
- Anticipation of needs and make the necessary arrangements
- Handle highly confidential and sensitive information
- Calendar management and travel accommodations
- Create a file and correspondence system

### FACULTY DEVELOPMENT AND INNOVATION COORDINATOR

Tecnológico de Monterrey | Apr 2015 - Aug 2018 | Chihuahua, México

- Project management for innovation and education projects
- Orchestration and implementation of the new initiatives on competency-based learning on campus
- Responsible for faculty training and development

### HIGH SCHOOL TEACHER

Tecnológico de Monterrey | Jun 2017 - Jun 2018 | Montreal, Canada

- Preparation and instruction of a summer program at John Abbot College
- Chaperone teacher for students
- Preparation of diverse reports
- Schedule and activities management

### CULTURAL AFFAIRS COORDINATOR

Tecnológico de Monterrey | Jun 2007 - Aug 2016 | Chihuahua, México

- Event planner for artistic performances
- Light designer and stage management for local productions
- Audio engineer for theater plays and concerts
- Producer of cultural events, conferences, exhibitions, and live shows
- Office manager and logistics coordinator
- Student services coordinator

## EDUCATION

### DEC, BUSINESS MANAGEMENT FOR CREATIVE INDUSTRIES

LaSalle College, Montreal | 2021 - 2024

### MASTER OF ENGINEERING - QUALITY AND PRODUCTIVITY SYSTEMS

Tecnológico de Monterrey, México | 2010 - 2013

### BACHELOR OF ENGINEERING - INDUSTRIAL ENGINEERING

Tecnológico de Monterrey, México | 2004 - 2009