



# NICOLE LONDOÑO

## ABOUT ME

I am a responsible, dynamic, and creative person who can work in a team under high-pressure conditions, with the initiative to solve problems efficiently and achieve the goals and objectives set by the company. I consider myself a person who is a thinker outside the box, reliable, and able to build good relationships with my colleagues and work environment.

## CONTACT

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 Calle 38 #65D-08  
Medellin, Antioquia

## EDUCATION

### High School

Colegio de la Sagrada Familia de Barranquilla

### College

Universidad Autónoma Del Caribe  
Law

## REFERENCES

 **Naim Cure**  
Lawyer

(313) 506-3617

 **Cristian Londoño Lujan**  
Systems Engineer

(300) 784-6709

## WORK EXPERIENCE

### SmartOffice

HR Representative (Jun 2021 - Aug 2022)

Managing various human resources functions, such as maintaining accurate employee records in the HR system, ensuring compliance with company policies and legal regulations.

### Lean Solutions Group

Operations Assistant (Oct 2022 - Dec 2023)

Supporting daily operations and providing high-level support to executives and teams, including managing schedules, organizing meetings, and coordinating travel arrangements. Handled data entry, maintained up-to-date records and databases, and prepared reports for management. Processed payroll, verified payments, and supervised administrative procedures to ensure efficiency and accuracy. Additionally, acted as a point of contact between departments, facilitating effective communication and ensuring that operational goals were consistently met.

### James Immigration Law

Client Services and Billing Specialist (Jan 2024 - Sep 2024)

Providing exceptional client support while managing billing and administrative tasks. Addressing client's inquiries about immigration processes, case statuses, and documentation requirements.

## SKILLS

- Leadership
- Assertive Communication
- Administrative Operations
- Time Management
- Critical Thinking
- Customer Relationship

## LANGUAGES

- Spanish
- English