



# Crismaldi Cabral

## ADMINISTRATIVE ASSISTANT & COMMUNITY MANAGER

Enough experience as an administrative assistant, always working in the aspect of coordination and organization in different areas in the institution, both with employees, partners, as well as with suppliers from different areas. Being a strategic staff for the organizations where I have worked.

### ACADEMIC BACKGROUND

- MDD Specialized in Social Media, 2022
- MBA in SME Management, 2016
- Degree in Business Administration, 2018





### OTHER KNOWLEDGE

- Big Data, Liquidity Analysis, Excel 2021.
- Evaluation Interview, Attract a Retain Talent with Emotional Intelligence, 2021.

### IDIOMAS

- Idioma Inglés Medio  
Nivel Oral: B2 | Escrito: B2.

### CONTACTO

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-  @crismaldi03
-  Spain

### WORK EXPERIENCE

#### Administrative Assitant

Empowering Action, Inc. Dominica Republic, July 2014 - Sept. 2016

- Assist CEO and the CFO.
- Report the expenses and income.
- Organize events and activities.
- Telephone reception.
- Managment of purchases for programs.

#### Administrative Assitant

Esperanza Internacional, Inc. , March 2011 - July 14

- Assist the President and Director of Accounting and Finance.
- Assistant to the credit committee and the board of managers. Credit committee support.
- Receptionist.
- Buy branch materials.
- Management of photos of the partner loan platform and support legal department.

#### Human Resources Assistant

Tiendas Antony´s, Julio 2010 - Oct. 2010

- Supply staff to the different branches.
- Management, review and reporting of overtime.
- In charge of uniforms and all staff. Preparation of internal communications.
- Initial interview and personal recruitment process. Search for suitable profiles for positions.