

## ISABEL CRISTINA QUINTERO DIAZ

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### CAREER OBJECTIVE

I am a recent international collegiate graduate exploring strategic opportunities within an organization that allows me to apply my academic and work skills in negotiation, finance and international relations. I'm extremely motivated and creative, with a high degree of patience and an excellent ability to think through complex problems and arrive at solutions both individually and within a group environment. I specifically bring great work energy, along with a strong and willing disposition to continue learning, with a promise to commit to helping a company execute its business strategies across a global environment.

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### EDUCATION

#### Universidad de la Sabana

Candidate for Bachelor of International Business Administration

**Concentration:** Finance, Negotiation and International Trade.

**Clubs and organizations:** Business Club 2009

**Activities:** International Business Management Congress, Academic mission to China, Family Business Research Group.

**Relevant coursework:** Corporate Finance, Statistics, Macroeconomics, Microeconomics, International Negotiation, International Marketing, World Economic Structure.

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**Bogotá, Colombia**

**February 2011**

### WORK EXPERIENCE

#### COLOMBIAN GOVERNMENT TRADE BUREAU- PROEXPORT

##### Textile and Apparel Coordinator

**Miami, FL**

**January 2010-December 2010**

- Full-time internship abroad while completing my final year of studies remotely.
- Worked as a research assistant and coordinator for the regional director of Proexport, a government institution promoting Colombian non-traditional exports, international tourism, and foreign investment into Colombia.
- Promoted the effective insertion of Colombian companies into international markets, activities which included the identification of market opportunities, design of market penetration strategies, assistance in the design of action plans, and the organization of business agendas for Colombian exporters travelling to the U.S. to meet with new clients.
- Sought international trade opportunities through contacting and visiting US companies, educating them on our services and offering them specialized assistance as they considered acquiring Colombian goods and services.
- Helped organize and promote trade shows/fairs and other events that took place in the US and Colombia, activities which included the validation of various internal databases, inviting U.S companies to the trade shows, and managing/organizing the agendas of suppliers.

#### Q&H Gold Trade Office

##### Assistant Manager

**Bucaramanga, Colombia**

**Summer 2009 // Winter 2010**

- Assisted in general management and administration of a company responsible for buying gold from miners and selling it to local and regional jewelers.
  - Was primarily responsible for day-to-day customer management, including negotiations between suppliers and customers, as well as the company's accounting needs.
  - Additionally, I developed an investment/marketing plan that would allow for potential investors to invest in the company with profit margins of approximately 25% in a quarter.
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### SKILLS AND INTERESTS

Computer Skills: Highly proficient with Microsoft Word, Excel, Outlook, and PowerPoint.

Language Skills: Trilingual, with fluency in Spanish, English, and Portuguese;  
Basic French.

Interests: Self-help books, Soccer, International Relations.