**CURRICULUM VITAE**



PROFILE:

Name: Anne Regina Abugoche Oliveira

Address: Arco de Constantino #937 , Los Arcos, Chihuahua - Mexico

Age: 36 years old

Home Phone: +52 (614) 185 1683

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STUDIES:

University: CIESA

Degree: Business Administration

PROFESSIONAL EXPERIENCE:

With more than 12 years of ​​international trade, developing international projects at all levels, launching new companies to the Brazilian market, translation and review of manuals, translation and review of agreements with suppliers, conference interpretation and international negotiations, customer service, database management, configuration and translation of website in different languages​​, quality assurance and analysis of international projects, development of communication strategies and extensive counseling on tax matters related to Brazil with Mexican , American, Canadian and European companies.

OBJECTIVE:

I wish to belong to a solid company which can use my experience in the areas of administration and international trade as an advantage. I want to work in a place where my skills are useful and my development can contribute to the advancement of the company.

LANGUAGES:

English 100%.

Spanish 100%

Portuguese (Native) 100%

SALARY: negotiable.

Work experience:

COMPANY: AutoZone - July 2011 until present date

Field: Auto Parts Retailer

POSITION: Master Trilingual Translator and Interpreter

DIRECT BOSS: Oscar Quintana POSITION: Special Projects Supervisor

PHONE:+52 (614) 442 3500

RESPONSIBILITIES: Translation and review of all necessary documents for the development of AutoZone Brazil Project: web site, international contracts, supplier agreements, databases, tables and tax legislation, manuals, policies, announcements and all advertising. Interpretation of conference calls, meetings and executives visits interpretation. Direct contacts with suppliers and indirect international negotiations.

ACHIEVEMENTS: Opening of 5 AutoZone stores in the metropolitan area of São Paulo in Brazil, being those the first stores of the company in Brazil. Electronic catalog system and documentation translated into Portuguese completed as scheduled which generated a prize for excellence. Process improvement for Brazilian administration project and tax-related electronic invoices processes improved.

COMPANY: Carestream Health - 2010 to 2011

FIELD: Manufacture and Distribution of Medical Equipment for X-rays.

POSITION: Quality Agent USA, CANADA, LATAM and Portugal.

DIRECT BOSS: Yayoi Aceves POSITION: Quality Analyst

Phone: +52(33) 3134 6219

RESPONSIBILITIES: Review and approval of quality procedures, direct contact with final customer for quality investigations, monitoring procedures of call agents, analysis of international documentation.

ACHIEVEMENTS: Improving procedures of LATAM zone. Recognition with the “star of quality”. Stabilization of the quality LATAM Zone Project, Removing old quality problems.

COMPANY: Hewlett Packard - 2009 - 2010

FIELD: Hardware and Financial Products

POSITION: Accounts Receivable

DIRECT BOSS: Paulo Espinoza POSITION: Supervisor

Phone: +52(33) 3884 3500

RESPONSIBILITIES: Application and identification of payments received by Hewlett Packard in Brazil. Analysis and application of each payment taxes in accordance with the Brazilian tax system. Identifying payments and invoices not identified in the SAP Program. Monitoring, reconciliations, managing account payments unidentified at the "UNKNOWN" account (unidentified payments more than 1 month old).

ACHIEVEMENTS: Stabilization of unidentified level of payments. Excellent management of "UNKNOWN" account (unidentified payments for more than 1 month) .Kept getting zeroes on this account for more than 1 year.

COMPANY: ITESM - 2012

FIELD: Education

POSITION: Teacher

FUNCTIONS: Provide Portuguese classes for students at International Business Faculty

ACHIEVEMENTS: group fully instructed for their mission trip to Brazil.

COMPANY: TecMilenio - 2012

FIELD: Education

POSITION: Teacher

FUNCTIONS: Provide Portuguese classes at the Language Center

ACHIEVEMENTS: Develop curriculum and course adaptation with native teachers.