***Antonella***

***Antonella.375378@2freemail.com***

**Civil Status: Married – Nationality: Panamanian**

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Extract

Outstanding leadership abilities and coordination of resources to achieve a common goal with a professional, versatile, multitasked and efficient profile. Results oriented with the capacity to engage and interact with end customers, government maximum authorities, and high-level executives for the achievement of the company objectives.

Fields of Expertise

Management, planning and coordination of projects.

Effective research and planning of the resources used in all phases

Management, planning and coordination of international events, campaigns and trainings.

Personnel management at multiple levels and geographies (US, Central & Latin America).

Decision making, risk management and solutions.

Work Experience

**Project Coordinator - United Nations Development Program (UNDP Panama) –** *(Sustainable Development Division for Environmental Projects For Reducing Emissions from Deforestation and Degradation of Forests in Panama – REDD / Initiative of Paris Climate Agreement)*

May 2016 – till date

* Project management and liaison between the Ministry of the Environment from Panama Government, with support of the World Bank's Cooperative Forest Fund (FCPF) and United Nations Development Program (UNDP) main offices to implement the project fund "Consolidation of the preparedness to reduce emissions from deforestation (REDD +) in Panama. Coordinate activities with indigenous peoples, FCPF Carbon Forum among other international and national entities to change the political agenda to Conservation of forests, Sustainable management of forests, and Increase in carbon stocks. to comply a country initiate.
* Lead and negotiate with vendors and create added values. Financial management of the project. Budget planning and execution to execute activities as per project. Develop and implement cost control, records for equipment, assets, supplies, facilities and budget management. Project costs projections. travel allowance, national and international contracts, amendments and others. Auditory and compliance. Support in the preparation of monthly, semi-annual and annual progress and financial reports. Logistical support for the implementation of field activities, workshops, forums and other.

**Product Manager for VGS Project - Huawei Technologies** *(Global Information and Communications Technology (ICT) Solutions Provider).* June 2014 – November 2015

- ISOP (Intelligence System Operation Platform) management, optimization and user experience. Data mining and data analysis. Business Planning Reports and opportunity analysis. Customized services solution for customer. Effect evaluation of service branding activities. Sales order & Service strategy partner activities

**Facilities Administrator – Aggreko** *(Power and Temperature Control* *rental for Oil & Gas, Petrochemical & Refining, Utilities and Events).* September 2013 – June 2014

* Lead and negotiate with vendors and create added values in order to execute projects according to budget
* Liaison with all departments regarding the specific needs of each relates to administration or similar topics of premises and containers yard. Develop and implement administrative procedures, such as cost control, records for equipment, assets, supplies, facilities and budget management. Project costs projections.
* Review and update policies on occupational health and safety and ensure that they are implemented and followed by all staff. Auditory and compliance for premises and container yard. Handle and manage the purchase order process for all departments regarding management functions
* Provide support in the areas of HUB, QHSE, FINANCE, and APP, DEPOT. Marketing Plan for Local Business Depot team.

**Commercial Manager - Cordon de Vida, S.A***. (Stem Cells and Research).* January 2012 – August 2013

* Marketing and Sales strategies to increase the average of sold units. Profitability improvement per customer.
* Implement, supervise, support, control and innovate strategic participation on pro of retailers at Guatemala, El Salvador, Ecuador, Venezuela y Costa Rica.
* Development, establishment and alignment of work plans for retailers to increase market share and distribution channels in each country. Sales Team supervision along the region. Annual Budget Planning and sales projections. Develop strategic alliances along the region. New products and markets development, including: pricing, KPI’s, revenue, internal and external marketing campaigns strategies for sales and retailers.
* Analysis and research of new clinical trials and studies, medical statistics and metrics, related to the industry for new campaigns implementations.

**Marketing Coordinator for Latin America – Grunenthal** *(Pharmaceutical Company).* January 2010 – January 2012

* Executive Assistance to Sales and Marketing Regional Director.: Departmental budget management. Selection, management and control of providers. Purchase orders management. Travel management, agenda and meetings coordination. Coordination and execution of massive promotional activities along the region (USA, Germany Central and South America). Strategic support for Commercial Excellence Director (SESAME) for Sales force along the region. Regional Regulatory Affairs & Drug Safety team support. Contract management, control and support for Head of Legal Department and Chief Compliance Officer.
	+ Human Resources Generalist: Direct assistance to Human Resources Director. Selection and recruitment. Expats process. Compilation, creation of manual policies and procedures. New employees’ induction programs. Hiring process and positions profiling and job descriptions. Logistic and coordination for international trainings and seminars.

**\*\*2011 Recognition for contribution to reach 1 million sales goal\*\*\***

Education

**Universidad del Istmo**

Bachelor of Marketing Director and Advertising– 2 years studies

Bachelor of Law and Political Science- currently studying

**The Panama School – Escuela Panama**

Bachelor of Commerce with Specialization in Accounting and Bilingual Secretariat