

# Martha L. Maldonado

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Phone: (202)615-9562

## Permanent Address:

5239 Bessley Place, Alexandria, VA 22304

## Current Address:

4700 Bradley Boulevard, Chevy Chase, MD 20815

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## Education: Master Degree in Business Administration

Emphasis in Management, GPA: 3.83

Jan 2012

Strayer University

Alexandria, Virginia

## Bachelor Degree in International Business (Cum Laude)

Emphasis in Logistics, GPA: 3.91

July 2009

Santo Tomas University

Bucaramanga, Colombia

## Experience: Foreign Exchange Advisor

Comexcentro, Inc.

Jan 2007 – Dec 2007

Bucaramanga, Colombia

- Outstanding customer service skills and great ability to understand customers' needs; deep knowledge on the field; strong decision-making ability; excellent organizational, communication and selling skills.

## Tradeshow Exhibitor

July 2006

Bahia Moda, Co.

Medellin, Colombia

- Strong ability to develop interpersonal relationships and build a sense of trust on clients; outstanding capacity to identify potential customers; exceptional communication and selling skills.

## Administrative Assistant

Jan 2003 – July 2004

Manosalva Law Firm

Bucaramanga, Colombia

- Strong marketing and communication skills; responsible for assisting, collecting, directing appointments for clients, and performing various clerical duties.

## Skills:

- Proficient in **MS Office** products.
- Data Entry typing speed: **45 words plus**.
- Proficient in **English and Spanish**; basic French knowledge.

## Achievements: - Recognition of Outstanding Leadership

Strayer University 2011

- Dean's List

Santo Tomas University 2007, 2008

**References:** - Sarah Townes Sarah.Townes@fairfaxcounty.gov

703-965-9756

- Lourdes Cepeda lcepeda@accesww.com

571-275-2793