



Maria Fernanda
MADRIZ

HUMAN RESOURCES ADMINISTRATOR

WORK EXPERIENCE

Administrative assistant - CATIE

May 2023 - Actual

- Support administrative tasks.
- Logistical support to the GANEMOS master's degree.
- Provide support to the national and international staff. organizing working trips.
- Assist the agribusiness team

Human resources assistant- FSIP

2022

- Provide assistance to the Humans resources department Management of Firestone Industrial Products Costa Rica, elaborating reports on job performance, job satisfaction and reports of workplace accidents.
- Manage the organizational environment through international standards, audits and ISO standards.


Sales and human resources manager -


Grupo MYM


2019-2022

- Perform human resources tasks such as Social security forms, payroll payments, vacation controls, authorizations, bonuses, wage garnishment, etc.
- Implement national and international purchases.

CONTACT

 Cartago, Turrialba

 8797-5944

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ABOUT ME

Highly capable human resources administrator with 7 years of service in administrative positions.

CORE COMPETENCIES

- Project management
- Ability to motivate staff and keep good relations.
- Resistance to stress.

EDUCATION

Human Resources
Administrator
Bachelor's degree
2015-2018

LANGUAGES

Spanish  100%

English  25%