




STEPHANIE MORA LÓPEZ

BUSINESS ADMINISTRATOR

CONTACT

 +506 8776-2868
 stephanie.moralopez@gmail.com
 Costa Rica

EDUCATION

SECONDARY SCHOOL

Turrialba Bilingual Experimental
2009

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH AN EMPHASIS IN INTERNATIONAL TRADE.

Universidad Latina de Costa Rica
2014

CERTIFICATIONS

Project Design Certification.
Alternative Conflict Resolution Certificate.
Personal Brand Certificate to achieve objectives.
Certificate How to overcome life's unexpected challenges.
Neurolinguistic programming certificate.
Certificate for Reconciling personal and work life.
Project Management and Agile Methodology.

SUMMARY

Business administrator with an emphasis on international trade with nine years of work experience in strategic planning, including establishing general objective and specific objectives, formulating a marketing plan and analyzing the environment, preparing a commercial strategy, controlling import processes and exporting merchandise, and coordinating sales. In addition, she has experience in complementary areas such as controlling accounting assistants, preparing and reporting spreadsheets, supervising institutional payments, preparing quotes, preparing invoices, and managing collections.

EXPERIENCE

Centro Agronómico Tropical de Investigación y Enseñanza (CATIE)
Administrative assistant
January 2022 - Present

Universidad Florencio del Castillo
University Professor
January 2020 - Present

Riegos H Dos O S.A.
Database assistant
November 2018 - May 2019

Hidromundo Tecnológico S.A.
Administrator
October 2017 - October 2018

HSolís Inmobiliaria
Customer service analyst
April 2017 - September 2017

Sur Química S.A.
Import Assistant, Raw Materials Management
March 2016 - December 2016

Sur Química S.A.
Administrative assistant, Information Technology Management
July 2015 - March 2016