

## **Nuamy E. Achécar**

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Nuamy have more than 20 years of experience in office administration including experience in Conventions coordination and events. In 2009 with Mr. Eric Gabriel create OSETI, Corp. a company incorporated under the laws of the Commonwealth of Puerto Rico dedicated to the training of personnel and services related to the Occupation, Safety, Environmental and Health.

For the past 5 years she have been working with her clients to fulfill the Safety needs and helping in the development of strategies for the ISNetworld qualification program.

### **EXPERIENCE**

- AMGEN, Juncos
- Asociación Dueños de Farmacia de Puerto Rico
- Best Solutions
- Cano Precision Tools
- CAT Systems
- Colegio de Farmacéuticos de Puerto Rico
- Departamento de Agricultura de Puerto Rico – Laboratorio Agrológico
- Ft. Buchanan, Guaynabo
- Jansen – Gurabo
- M&N Electronics
- Pfizer (formerly Warner Lambert), Vega Baja
- PriceWaterhouseCoopers
- Primerica Life Insurance
- PVRs now Provensmart
- Schering-Plough, Manati
- Scherrer Hernández & Co. now BDO Puerto Rico
- Serrano Exterminating
- Yonkers Industries, Vega Baja, Las Piedras & Arecibo job sites

### **PROFESSIONAL QUALIFICATIONS**

Universidad Central de Bayamón  
BBA in Computer Sciences  
Graduated Cum Laude May 2008

University of Puerto Rico Rio Piedras Campus  
85 credits approved in Science Teaching

MBTI Business Training Institute  
Data Entry and office clerk Graduated in 1992

Licensed Insurance Agent since 1996

## **SKILLS**

- Ability to manage complex projects
- Problem solving skills
- Goal-oriented individual with strong leadership capabilities.
- Advanced typing skills
- Fully bilingual (English-Spanish)
- Experience in teaching software programs
- Initiative
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work under pressure in a fast pace environment.
- Proficient knowledge in the following software, among others: Word, Excel, Outlook, Power Point, Lotus Notes, Corel Word Perfect Suite 8, Corel Presentation, Time Slips, and Practice CS.

## **TRAININGS AND SEMINARS**

- 30 horas OSHA Industria de General – Igna Carrasquillo - OSETI Training Center May 2, 2015
- “Análisis de Cubierta de Ingreso por Incapacidad Cubierta de Muerte Accidental y Desmembramiento” – Insurance Training and Educational Services 33 hours April 27, 2015
- “National Traffic Incident Management Responder” 4 hours March 24, 2015
- “CPR, First Aid BBP & AED” 8 hours – Med-E-Train March 28, 2015
- “CPR, First Aids & AED” 8 hours –Med-E-Train February, 18-2012
- “Timeslips 2007 Basic, Intermediate & Advanced” Plummer Slade December 7 & 8, 2006
- “Taller Práctico de Trabajo en Equipo en Situaciones Extremas” Quality for Business Success, Inc. 8 hours May 26, 2006
- “Desarrollando una Cultura Agresiva de Trabajo en Equipo y Servicio al Cliente” Quality for Business Success, Inc. 8 hours November 12, 2005
- “Timeslips – Intermediate and Advanced” 8 hours Timeslips University PCO Consulting Services September 13, 2005
- “Timeslips – Beginners” 8 hours Timeslips University PCO Consulting Services September 12, 2005
- “The Administrative Assistants Conference” Skill Path Seminars 6 hours January 30, 2004
- “Motivación y Autoestima: Retos para un Nuevo Milenio” Colegio de Farmacéuticos de Puerto Rico April 24, 1997
- Seminar “Secretaria Hacia el Tercer Milenio” Career Development Group April 25, 1996
- Seminar “Tendencias, Situaciones y Actitudes que afectan a la Secretaria y a la Asistente Administrativa de hoy” La Asociación de Ejecutivos de Ventas y Mercadeo de San Juan, Inc. April 27, 1994
- Workshop “Word Perfect 5.1” Colegio de Farmacéuticos de Puerto Rico April 26, 1994