



## **DATOS GENERALES:**

NOMBRE: Adriana Bravo Santoyo

DIRECCION: Bermudas # 372 Col. Cosmopolita Del. Azcapotzalco TELEFONO: 55-56-04-61 y 53-55-63-76

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**OBJETIVO:** Expose the ability, ability, tenacity, attitude and aptitude, development, learning, problem solving, teamwork, personal growth and fulfillment of objectives for the company that is working

## **EDUCACION ACADEMICA:**

**1998-2001 Lic. Business Administration. Universidad Tecnologica de Mexico (UNITEC)**

## **EXPERIENCIA LABORAL**

**JUNE 2017-Current COLLIERS INTERNATIONAL Account Manager:** Implementation, recruitment, operation of 400 sites for legal procedures and regularization, renewals with validity greater than 10 years, signing of adhesion contracts, purchase sales, prepayment lease, usufruct, rent reductions, regularizations in payments, operational and engineering regularization, project signatures and negotiations for fiber optic and additional spaces, it has been achieved in less than 6 months at least 50% of the portfolio, obtaining the confidence of the lessors and generating benefits for American Tower

**JUNE 2013-JUNE 2017 COLLIERS INTERNATIONAL Lease Administration Jr:** Implementation and start-up, analysis of (deeds, assignments, mergers, intercompany contracts, third party contracts, rents) database audit, currently manages over 1000 leases and own properties, consulting, Management of improvement processes Latam and rest of the world (Spain, Portugal, China, South America, Brazil). Coordination of real estate regularization. Contract negotiations, expansion of spaces, reduction of revenues in telecommunications.

### **APRIL 2010- JUNE 2013 NOKIA SIEMENS NETWORKS DELIVERY, S.A. DE C.V. Manager Property**

**Management Projects:-** Operational management of projects of Nextel and NII-Control of lessors-Legal Management according to leases-Elaboration, Control, review and monitoring of income budgets Opex-Elaboration, Control, review and monitoring of budgets of Capex-Elaboration And delivery of analysis and financial reports to Nextel NII-Budget reconciliations-Control of suppliers-Agreements with various areas of Nextel and NSN- Development of plans to streamline Nextel process-Development of savings strategies for NSN-Development and proposals for new business- Management of contract and rent management coordinators and analysts

**OCTOBER 2005- APRIL 2010 NEXTEL DE MEXICO Site and Property Management Coordination:-** High- suppliers-Provisions-Suppliers-Contracts-Payment to suppliers-Administrative coordination of suppliers-Logistics delivery of legal documents by locators-Budget for localization-Management and analysis of legal contracts- Maintenance of databases for monitoring-High and Changes of bank accounts of landlords-High accounting-Request for payment-Bail Bonds, civil liability certificates and security deposits-Control, delivery and archive of contracts- Integration of first landlord package, delivery to supplier, acknowledgment, tracking, receipt , Sent correspondent to different areas and file -Management of legal changes of lessors-Administration and tracking of income, increases, renewals and cancellations-Follow-up to access to sites, and problem solving-Budget for income and financial reports- Certification in ISO 9001 : 2000-Provision Capex and Opex -Control of Paons of sites transferred-Control of audits of sites Coubications

**JULY 2005-OCTOBER 2005 LABORATORIO MEDICO POLANCO Operations Manager:-** Logistics and Customer Service-Purchasing-Cost control-Billing and accounting-Verification of preventive and corrective maintenance of equipment-Control of promotions and publicity-Payroll payroll, Incentives-Courses-Disciplinary controls and evaluations to staff-Management of Corporate and operational objectives.

**AUGUST 2003-JULY 2005 STRYKER MEXICO, S.A. Coordinator of Surgery and Logistics:-** Logistics and Customer Service-Logistics of shipping and retrieval of material to Distributors-Logistics in government tenders- Coordination of surgeries at national, private level-Management of nurse-surgical personnel  
-Administrative management of official documents-Calculation of payment of personnel fees-Billing and income at the end of month-Control of Viaticum-Re-supply plan.

### **JANUARY 2003-JUNE 2003 GAMESA ,HR Coordinator: -** Staff administration

- Compliance of teams based on production and logistics - Analysis of social security, payments and omissions - Recruitment Control.

**2001-2003 DAIMLER CHRYSLER MEXICO Coordinator Labor Relations and Human Resources:-** Analysis and control of low and high social security-Care of trusted and syndicated staff-Sentence incidence-Management of unionized staff, executives and employees-Intendance management-Provider entry control-Communication With staff -Review of Perfect operation of ATMS-Security and Hygiene Inputs-Control and detection of training needs  
-Control and file of records of plant personnel-Coordination and teamwork with Union  
-Organization and coordination of events -Logistics, preparation, closing and follow-up of plant activity completion-Commemorative Event of plant closure

**2000-2001 DAIMLER CHRYSLER MEXICO Nonproductive Material Coordinator:-** Inventory control  
-Decreation of obsolescence-Recurrent material replenishment plan-Evaluation of suppliers-Reduction of delivery times of materials-Attention and logistics of non-productive material warehouse -Physical counts and audit- Implementation of JIT.

**1999-2000 ATENCION TELEFONICA Campaign Coordinator:-** Control of calls with in the handling of ACD  
Levels of productivity and service-Control attendance, punctuality -Courses-Disciplinary controls and incentive plans- Direct relationship with Telcel for reports-Management of campaign information.

**1991-1999 ALUCSA INTERNACIONAL Sales Promoter: -** Customer visits-Prospecting new customers  
-Vigilance of delivery and receipt of materials -Invoicing: Programming, revision, control and issuance of invoices, for entry, revision of invoices of assorted materials-Collection

**OTHERS:**

*PAQU ETERIA:* Office 2010, Crescendo, SAE, INTERNET,SAP, Rumba, People Soft, Lotus, Outlook, TymSA, QAD. Oracle, Worktrac,

*Speak: English 70%*

**COURSES:**

- Emotional Intelligence and Effective Stress Management
- Development of Management Skills
- Human Relations (Dale Carnegie)
- The Executive Woman
- Analysis of financial statements
- Effective feedback and stress management
- Gain without fighting
- How to deal with difficult people