



Andrea Camacho M.

ADMINISTRATIVE ASSISTANT VALUACIÓN & CONSULTORÍA



Andrea.camacho@colliers.com

EDUCACIÓN

Administración de Empresas.
Técnico Laboral en Contabilidad y Finanzas

CURSOS

Inglés Colombo Americano.

INFORMACIÓN DE CONTACTO

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PROFESIONAL PROFILE

Experience in debt collection portfolio, assistant, internal and external Courier, control and filing of invoices, statements, calls and information to customers, holding state, cost control assistant and team leader, management of internal and external confidential correspondence, also team leader for fixed assets and communications, administrative assistant, knowledge of Word, Excel programs, Power Point and Internet.

She currently is in charge as Administrative Assistant Valuation and Consulting, participating in the closing reports of the CIVAS team and other functions of the position.

ACCOMPLISHMENTS

- Ascent due to good performance.
- Extensive experience in costs, fixed assets and communications.
- Personnel leader, and team work.

EDUCATION

Technician in accounting and finance. Fifth semester of Business Administration, knowledge in bilingual secretarial, English skills, and customer service.