

VERÓNICA VÁSQUEZ

Ciudad de Panamá • +507 6940-6138 • uvevasquez@gmail.com



PERFIL PROFESIONAL

En busca de una empresa que me permita potenciar y demostrar mis habilidades y experiencias. Soy reconocida por mi eficiencia, eficacia y adaptabilidad a diversas tareas y responsabilidades en diferentes funciones según sea necesario.

EXPERIENCIA

Oficinista de Recursos Humanos, Ministerio de Cultura

Julio 2023-Julio 2024

- Garantizar el cumplimiento de las leyes laborales panameñas y de las políticas internas.
- Encargada del reloj de marcación (BioAdmin).- Monitoreo de la asistencia, tardanzas, ausencias del personal, Tiempo Compensatorio y horas extras.
- Actualizar la base de datos de Micultura (Data Entry) para la eliminación, disminución, ajustes salariales, cambios de denominaciones y creación de clases ocupacionales.
- Elaboración de informes, licencias, memorándums y métricas mensuales.
- Asegurar una comunicación fluida con los empleados y una resolución oportuna de sus consultas en los diferentes canales.
- Supervisar y asignar funciones en la sección de asistencia.
- Organizar, recopilar, actualizar y archivar los registros y documentación del personal.

FORMACIÓN ACADEMICA

Licenciatura en Comunicación Ejecutiva Bilingüe
Universidad Tecnológica de Panamá

2023

Bachiller en Humanidades
Instituto José Dolores Moscote

2017

INFORMACIÓN ADICIONAL

- Idiomas:** Inglés (B2)
- Softwares:** MS Office Excel, BioAdmin.
- Certificaciones:** Curso Intensivo: Calculo de Planilla, Derecho Laboral y SIPE. (2024)
- Voluntariados:** -Modernización de los archivos diplomáticos del Ministerio de Relaciones Exteriores. (2018).

REFERENCIAS

Lcda. Cielo Rodriguez- Jefa de la Oficina Institucional de RR. HH (MiCultura)- 6667-0289

Lcda. Mildred Ortiz- Jefa de Registro y Control (MiCultura)- 6982-5147

Lcda. Ana Montenegro- 6240-1043

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PROFILE

I am looking for a position related to Human Resource in a company that allows me to enhance and demonstrate my skills and experience. I am recognized for my efficiency, effectiveness and adaptability to various tasks and responsibilities in different functions as required.

WORK EXPERIENCE

Human Resources Assistant, Ministry of Culture

December 2022- August 2024

- Guarantee compliance with Panamanian labor laws and internal policies.
- Perform data entry and filing of all HR related documents.
- Manage the punch clock, employee attendance records, vacation and compensatory time requests.
- Making monthly attendances reports, licenses, memorandums and metrics.
- Ensure a smoothly communication with employees and timely resolution of their queries on different communication channels.
- Monitoring and assigning duties in the Attendance Section.
- Attend and carry out the corresponding procedures for human resources actions according to requests
- Provide support to the HR team with various tasks as required.

EDUCATION

Bilingual BA in Business Communication
Technological University of Panama

2023

ADDITIONAL INFORMATION

- **Languages:** English B2
- **Softwares:** MS Office Excel, BioAdmin
- **Certifications:** Intensive Course: Payroll Calculation, Labor Law and SIPE. (2024)
- **Volunteer:** -Modernization of the diplomatic archives of the Ministry of Foreign Affairs. (2018).

REFERENCE

Cielo Rodriguez

Head of the Institutional Human Resources Office (MiCultura)- 6667-0289

Mildred Ortiz

Records and control Supervisor (MiCultura)- 6982-5147

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WORK EXPERIENCE

Human Resources Assistant, Ministry of Culture

July 2023- July 2024

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