

Keydi Alvarado
From: Honduras | Living in: Perú
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Languages:
Spanish as a mother language | Fluent in English as a second language | Elementary Proficiency in Arabic

Work Experience

July 2023 – Present Peru	Volunteer and Visitor Coordinator International NGO Economic Empowerment Workshops Summer English Teacher Conducts the translation of documents. Review and process international volunteers applications including Job descriptions, Job offers, handbooks. In charge of Hospitality and Housing services Receive international visitors, including visit itinerary, logistic support and city tours.
September – November 2021	Individual Consultant ACDI / VOCA Migration Issues
September - December 2020	Project Secretary Government Institution in Honduras Support in budgets, contracts and financial closings monitoring. Keep control of physical and digital files. Provide professional administrative - logistical assistance, secretarial services To support in the administration of consulting contracts and agreements between organizations and institutions. Supports in the execution of contracts, including human resource matters (Control of vacations, permissions) and invoices
October 2019 - February 2020	Individual Consultant Chamber of Commerce Administrative Officer
May – September 2019	Individual Consultant Government Institution Data Entry Specialist
September – December 2017	Individual Consultant Government Institution Departamental Trainer
May 2016 - June 2017 Honduras	Regional Headquarters Administrator Political Institution in Honduras Review and update desk files (Database, contact lists). Use of Excel dynamic tables. Cash and stock management. Local purchases and Quotes. Manage, plan and schedule meetings. Draft, edit and complete professional written material, including Letters presentations, memorandums and reports. Prepare and process correspondence, as well as ensure the maintenance and proper functioning of the office. Participate in political meetings, trainings and administrative support in planning and implementation of events, and statistical reports.
April – August 2015	Individual Consultant Shipping & Logistics Import Sales
October 2014 - March 2015	Internship Chamber of Commerce in Honduras Logistical and administrative support in the Honduras - Canada Trade Mission. Participation and logistic support in the Multisectorial Business Roundtable. Prepare monthly summaries of Gazettes and Monthly Economic Bulletins. Review of Certificates of Origin. Administrative support in the Business Information Center.
January 2008 - February 2012	Import Logistics officer International Shipping Logistis Company in Honduras Tele marketing customer service skills. Elaboration of air, sea, land freight rates, insurance of merchandise and extra services. Supporting the overall department work.

Education:

- Bachelor Degree in Economics
National Autonomus University of Honduras

Volunteering:

September 2024 – Today Fundraising Assistant | NGO Peru
July 2013 - December 2013 **Cultural Exchange** | Canada World Youth
Canada – Nicaragua Coordinate - execute Cultural Events. Lead and supervise teams, Social Service in Maternity Homes, Hypo-therapy and Public Schools.
Strengthening of health projects, food security, gender equity and community development in Canada and Nicaragua.

Training and Courses:

- IV Workshop for Volunteer Coordinators June 2024
NPH International | Dominican Republic
- Bahasa Indonesia Course October 2023
Indonesian Embassy in Panama
- Safeguarding Essentials August 2023
Humanitarian Leadership Academy
- Prevention of Sexual Exploitation and abuse August 2023
World Health Organization
- Arabic for Non Native Speakers Certificate June 2023
Qatar University
- Participation: Research: Reduction of school violence November 2019
World Bank
- Politic Science and Contemporany Political Theory November 2018
- Transformational Leadership for a new way of doing politics September 2023
FLACSO
- The age of collaboration August 2014
South American Business Forum / Buenos Aires, Argentina

Job Related Skills:

Social Services | Hospitality Management | Teamwork | Open Minded | Multicultural environment | Analytical thinking, adaptability
Knowledge in international sales - imports, air, sea and land services and other logistics processes. Surveys and data collection.
Organizational, logistical and supervisory capacity, including skills in planning, evaluation, problem solving skills | decision making.
Good analytical and research skills, ability to evaluate and integrate information from a variety of sources. | Salesforce | SPSS

Publications:

Youth Financial Education in the call centers of San Pedro Sula
Economy and Administration Magazine (E&A) / Year 2015