

PAULA PALACIOS M.

ARCHITECT



CONTACTS

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REFERENCES

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LINKS

LinkedIn:
<http://www.linkedin.com/in/paula-andrea-palacios-me...>

SKILLS

SketchUp (3D Modeling Software)	
Construction	
Customer Service	
Multitasking	
AutoCAD	
Argus Enterprise	
Microsoft Office	
Photoshop	
Illustrator	
Jump UP GIS	

LANGUAGES

Spanish	
English	
French	

DRIVING LICENSE

Driving license category
B1

ABOUT ME

Architect graduated from Pontificia Universidad Javeriana, Bogotá branch back in 2015. Since then , I have worked as an Architect in different areas . Assertive communication , good at working under pressure and committed to the work in charge.

WORK EXPERIENCE

Technical Account Manager, Tinsa Colombia, Remote Feb 2021 - Present
- RealEstate Advisory. - Control of property portfolios for private investment funds. - Attending valuation visits - Coordinate with other departments (marketing, research, finance) based on the needs of the team and client - Supports client relationship management in partnership with Brokers - Market research in real estate areas, to provide information to be used in reports - Analysis of property investment cash flows and reporting to clients on the value of their commercial real estate. - Real Estate Investment Analysis, using Excel and Argus

Agent, Teleperformance, Bogotá Jun 2020 - Feb 2021
- Customer service representative in a bilingual line. - Offer solutions to the requirements of the customers. - Supervisor of the team goals.

Director Architect, Balerco SAS, Bogotá Feb 2018 - Apr 2020
- Budget planning, cost management, cost tracking - Space planning/space utilization (including drawing plans in CAD) - Technical and site supervision, conducting site condition surveys and visits. - Budget planning, cost management, cost tracking - Approving all subcontracts and purchase orders for engineering, material, tools equipment and subcontractors. - Identifying and redirecting project activities to stay within project guideline, time frame and budget.

Junior Architect, El Paraíso Parque cementerio, Bogotá Jan 2015 - Mar 2016
- Administrative residence - Development of planimetry and documentation for the adjudication of construction licenses.

Junior Architect, Simon Hosie Samper Studio, Bogotá Jan 2014 - Dec 2015
Development of design proposals and oversaw the layout and printing of documentation and plans.

EDUCATION

Msc. Urban Systems Engineering, University of Debrecen, Debrecen 2024
International master's degree in interior design and 3d, ESNECA BUSINESS SCHOOL, Madrid, Spain 2020
Bsc Architecture, Javeriana Pontificia University, Bogotá 2015