

Raquel Díaz

Foreign Trade and Business Professional



I am a passionate businesswoman with 10 years of experience in Foreign Trade and Business. My greatest strength is negotiation: I am resourceful and consistently achieve company goals. Additionally, I easily adapt to new environments, with a "survival" strategy of continuous learning and improvement. I was the top graduate in my class of 2016 and participated in "Work and Travel USA 2015-2016" and "Work and Study Ireland 2022-2023." Trust me, I can do it!

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📍 Asunción, Paraguay

🌐 [linkedin.com/in/Raquel Diaz Barrios](https://www.linkedin.com/in/RaquelDiazBarrios)

SKILLS

Negotiation

Supply Chain Management

Foreign Trade

Procurement

Supplier Evaluation

Data Analysis

SOFT SKILLS

Attention to detail

Adhering to deadlines

Team worker

Effective communication

Problem solving

LANGUAGES

Spanish

Native or Bilingual Proficiency

English

Full Professional Proficiency

Guarani

Native or Bilingual Proficiency

Portuguese

Professional Working Proficiency

French

Limited Working Proficiency

EDUCATION

Bachelor of Foreign Trade and Business

Columbia University of Paraguay

08/2011 - 08/2016

Asunción, Paraguay, GPA 4.0

WORK EXPERIENCE

Procurement and Import Manager

Serimax SRL

06/2021 - 08/2022

Importer of products for sublimation

Asunción, Paraguay

Tasks/Achievements

- Organized supply chain management to prevent stock shortages and maintained the accuracy of the SAP Business One system.
- Managed staff with a focus on supplier development and negotiation with international suppliers.
- Conducted data analysis for import planning and tracked local and international purchases.
- Provided support to departments including accounting, treasury, logistics, marketing, sales, and management.

Contact: Daniel Escobar - +595 991 851 709

WORK EXPERIENCE

Procurement and Import Manager

Construtex S.A.

06/2020 - 05/2021

Asunción, Paraguay

Company dedicated to road marking

Tasks/Achievements

- Collaborated with technicians and civil engineers to execute numerous projects for the Paraguayan state.
- Ensured all materials met the specifications outlined in the agreements.
- Contributed to the successful implementation of the SAP system in the purchasing and import module.
- Developed new suppliers and optimized processes in the purchasing department.

Contact: Marco Nostre - +595 993 263 048

Administrative and Import Manager

Fresh and Frozen S.A. (Gein Group)

08/2018 - 04/2020

Asunción, Paraguay

Importer and distributor of fresh and frozen food

Tasks

- Managed financial and human resources efficiently to maximize profits while fulfilling company obligations.
- Supervised an import assistant and an operations assistant.
- Collaborated with various departments including commercial, collections, treasury, marketing, logistics, and the board.
- Oversaw imports and general administrative operations, made purchasing decisions under the JUST IN TIME methodology, prepared cash flow reports, and participated in business conferences to develop new supplier relationships.

Contact: Alberto Peroni - +595 981 407 877

Foreign Trade Responsible

El Imperio S.A. (Gein Group)

02/2018 - 07/2018

Asunción, Paraguay

Importer and distributor of premium quality food

Tasks/Achievements

- Completed paperwork and secured necessary licenses for importing food products, leading to promotion to Manager.
- Conducted purchasing analysis for new products and stock replacement, negotiated, managed import costing, opened letters of credit, and resolved associated problems.

Contact: Alberto Peroni - +595 981 407 877

Procurement Analyst

Blue Tower Ventures S.A.

05/2017 - 12/2017

Asunción, Paraguay

Shopping Mall

Tasks/Achievements

- Collaborated with the maintenance department to procure necessary items for building upkeep.
- Managed hiring of temporary and outsourced labor for maintenance purposes.

Contact: Silvio Rios - +595 21 659 4000

Import Assistant

Datalab S.A.

06/2016 - 04/2017

Asunción, Paraguay

IT, Networking, Technology Company

Tasks

- Monitored imports and exports, managed costing of imported merchandise, and oversaw customs procedures.
- Handled administrative tasks, negotiated with suppliers and freight service companies, and prepared pro forma costs for potential purchases evaluation.

WORK EXPERIENCE

Import Assistant

NGO S.A.E.C.A.

09/2014 - 10/2015

Asunción, Paraguay

Importer of electrical appliances

Tasks and Achievements

- Initially managed imports for MERCOSUR products; promoted to manage imports from China after six months.
- Negotiated with suppliers, analyzed stock, shipped purchase orders, opened letters of credit, managed bank transfers, wrote reports, tracked imports in detail, and resolved problems effectively.

Import Assistant

Servimex S.A.C.I.

02/2013 - 08/2014

Asunción Paraguay

International Moving Company

Tasks

- Monitored imports thoroughly, negotiated freight prices, provided telephone support in both English and Spanish, facilitated translations, managed order processing, prepared forms, controlled the board's agenda, and wrote reports effectively.