

ENG. CARLOS EDUARDO CHACÍN MARTÍNEZ

Bilingual (Spanish, English), (French Basic).

PERSONAL INFORMATION

Age: 36 years old
 +58 4129812121 / +58 4241465230
 cchacinm13@gmail.com

ACADEMIC PROFILE

UNIVERSIDAD NACIONAL EXPERIMENTAL “RAFAEL MARÍA BARALT”. Zulia State, Venezuela
 Natural Gas Engineer

SIGNIFICANT WORK EXPERIENCE

Company	Position	Duration of office
PDVSA-GAS - Planta de Fraccionamiento Bajo Grande	Intern	From 14/12/2010 to 26/05/2011
PDVSA-GAS - Planta de Fraccionamiento Bajo Grande	Intern	From 20/06/2011 to 23/12/2011
Oilca Servicios, C.A. (Anzoátegui, Venezuela)	Operation Coordinator	From 05/01/2015 to 01/04/2016
Oilca Servicios, C.A. (Anzoátegui, Venezuela)	Procurement Coordinator	From 01/04/2016 to 31/10/2018
Servicios y Suministros Soyoje, C.A. (Miranda, Distrito Capital)	Executive Assistant	From 01/11/2018 to 31/08/2020
Max Construcciones y Servicios, C.A. (Miranda, Distrito Capital)	Executive Assistant	From 01/09/2020 to 10/10/2024
Fundación Proyecto Maniapure (Miranda, Distrito Capital)	Data Manager Assistant	From 14/10/2024 to Currently

Institute	Location	Title of the course
INAFE	Zulia State, Venezuela	Occupational Health and Safety Supervisor
CEVAZ	Zulia State, Venezuela	Complete Advanced English Course
C.E.I.	Zulia State, Venezuela	Microsoft Project 2016
Servicio Nacional de Aprendizaje (SENA)	Colombia	Autocad 3D
IMEPRO	Estado Anzoátegui, Venezuela	Excellence in Sales
DOMESTIKA	Virtual	Agenda Organization and its tools
UNICEF, AGORA	Virtual	Excel, intermediate level and Power Query
UNICEF, AGORA	Virtual	Planning Data Collection, Processing and Analysis
UNICEF, AGORA	Virtual	Visualization for Information Management
UNICEF, AGORA	Virtual	Development of Documents for The Preparation of Monitoring Reports

SIGNIFICANT EMPIRICAL KNOWLEDGE

- ❖ Scheduling activities for project planning.
- ❖ Data Analysis (Power BI).
- ❖ Redaction of reports and Project analysis.
- ❖ Data management (Power BI) and organization of activities.
- ❖ Knowledge of Microsoft Office tools: Intermediate of Word and Excel.
- ❖ Infographic design (Adobe Indesign).
- ❖ Knowledge and manage of the system Outlook 365 and all its tools and ecosystem
- ❖ Adobe Illustrator, Basic-Intermediate (Edition of images).
- ❖ Adobe Photoshop, Basic.
- ❖ Edition of videos, basic.
- ❖ Elaboration of Dossier and project layout.
- ❖ Management of inventory and distribution.
- ❖ Elaboration of dashboards.
- ❖ Management and organization of agendas and planning.
- ❖ Knowledge of the Kobotoolbox for creation of forms and collection of data.

SUMMARY OF ACHIEVEMENTS AND ACTIVITIES PERFORMED

- ❖ Constitution of location for the project of opening company activities with equipment included.
- ❖ Establishment of first contracts for import processes of spare parts for oil equipment.
- ❖ Database management, calculation formats and development of trading activities.
- ❖ Coordination and execution of service contracts in oil drilling and personnel management.
- ❖ Inventory management and supply of consumables for field work equipment.
- ❖ Coordination of truck fleet to the client's materials dispatch site.
- ❖ Creation of form to collect data of delicate project from vulnerable communities.
- ❖ Development and strategic support for negotiation contracts.
- ❖ Management of formats to project tracking for administration and dispatch.
- ❖ Professional assistance in project planning.
- ❖ Professional assistance in estimating computations and project layout.
- ❖ Professional assistance in the development and implementation of digital tools for administrative organization.
- ❖ Tasks related to executive assistance, working with important businessmen and investors and their partners; managing their schedule of activities and planning of meetings.
- ❖ Layout in energy development projects in the country.
- ❖ Creation of database to search information and improving the work time

Constitution of office for opening company activities with equipment included. Database management, calculation formats and development of trading activities. Coordination and execution of service contracts in oil drilling and staff management. Inventory management and supply of consumables for field work equipment. Coordination of truck fleet to the client's materials storage site. Creation of form to collect data from vulnerable communities. Development and strategic support for negotiation contracts. Management of formats to project tracking. Professional assistance in estimating computations and project layout. Professional assistance in the development and implementation of digital tools for administrative organization. Tasks related to executive assistance, working with important businessmen and his partners, managing their schedule of activities and planning of meetings. Creation of database to search information and improving the work time.