

CINTHIA M. CHEDIK

Vía Láctea No. 674 y Vía Santa Inés, Cumbaya; Quito, Ecuador
Mobile: (1+593) 98-796-6566 email: turmalinda@yahoo.com

Skills and competencies:

- Process Improvements
- Team Building
- Quality control and compliance
- Event Planning and organization
- Community involvement and volunteering
- Self-motivation
- Excellent problem solver
- Computer: MS Word, Excel, PowerPoint
- Basic Healthcare assistance
- Bilingual (Spanish: fluent; English: conversational)

PROFESSIONAL EXPERIENCE

AFRICAN PALM PLANTATION

2013 – present

Position: owner (family business)

Duties: Administrative, financial and operational management of 500-acre plantation of African Palm. Management of field workers; coordination of operations with plantation overseer; land management and crop growth. Ensure fields are properly planted, thinned, irrigated, harvested; maximized yield/ minimized costs of agricultural production. Represented family business on legal issues, with government officials and banks.

JANINE'S GYM

2010 – present

Position: Assistant to Manager

Duties: events management, institutional fund-raising, and market research activities. Scheduling, logistics and budgeting of activities and events. Provided administrative and operational support to the Business Owner / Manager. Proposal of strategic plans, implementation of operational procedures.

LAVANDERIAS LA QUIMICA

2000 – 2010

Position: Quality Control Manager

Duties: daily operations of dry-cleaning business, provided strategic planning of processes, responsible for quality control of products and services, inventory control, supervision of personnel, administrative and operational support to General Manager.

TURMALINDA JEWELRY

1997 till present

Position: Creative Designer and Owner

Duties: Design, creation of jewelry with a variety of precious metals, gems, stones and materials; sales and marketing of product line.

VOLUNTEER EXPERIENCE

ROTARY INTERNATIONAL (District # 4400, ECUADOR) 1998 – present

ROTARY INTERNATIONAL MEMBERSHIPS:

Rotary Club of Quito (Ecuador)

Feb 2019 – present

Active Member

-Chairman of the New Generations
Committee

July 2019- present

Rotary Club of Rio Guayas (Ecuador) July 2016 – January 2019
Active Member
Special Achievement: 1st woman admitted in all-men's Club

Rotary Club of San Francisco of Quito July 2014 – June 2016
Active Member

-Secretary July 2014 – June 2015
July 2015 - June 2016

Rotaract, Club de Quito Norte November 1998 – January 2000
Active Member

ROTARY INTERNATIONAL – DISTRICT POSITIONS:

District Chair-woman, Rotaract and Interact Clubs, Country: Ecuador
District Coordinator - Interact, Zone: Ecuador July 2017 – June 2018
District Coordinator - Interact, Zone: Ecuador July 2016 – June 2017
District Coordinator - Interact, Zone: Sierra and North July 2015 – June 2016

ROTARY INTERNATIONAL: Conferences, meetings, trainings (attended and/or organized):

- Conference, Interact District 6900, February 16, 2019, Atlanta - Georgia - USA
- Instituto Rotario Montevideo 23B y 23C, October 5-6, 2018, Montevideo - Uruguay
- District Meeting Interact EDI, June 9-10, 2018; Manta, Manabi - Ecuador
- 2nd Meeting of Presidents, for Young Leaders, RYLA, March 30-April 1, 2018; Guayaquil, Guayas – Ecuador
- RYLA seminar for Young Leaders, March 30-April 1, 2018; Guayaquil, Guayas – Ecuador
- 1st Meeting of Presidents / Summit for Leaders of New Generations for Interact, December 9, 2017; Guayaquil, Guayas – Ecuador
- District Meeting Interact EDI, June 25, 2017; Quevedo, Los Rios – Ecuador
- Conference, District 4400, May 19-21, 2017, Machala – Ecuador.
- PETS (President Elect Training Seminar), April 22, 2017; Manta, Manabi – Ecuador
- Training for District Assistants for period 2017-2018, February 4, 2017, Guayaquil – Ecuador
- 2nd Meeting of Presidents, Interact RYLA, November 7-8, 2016; Ibarra, Imbabura – Ecuador
- RYLA seminar for young leaders, November 7-8, 2016; Ibarra, Imbabura – Ecuador
- Instituto Rotario Guayaquil 23B y 23C, October 27–29, 2016, Guayaquil - Ecuador
- 1st Meeting of Presidents, Interact, October 8, 2016; Quito – Ecuador
- Conference, District 4400, May 13-14, 2016, Quito – Ecuador
- Conference, District 4400, May 15-16, 2015, Quito – Ecuador
- PETS (President Elect Training Seminar) April 15, 2016, Machala – Ecuador
- Training for District Assistants, September 2014, Quito – Ecuador
- 2nd RYLA Olympics, Interact, May 22-24, 2014; Gualaceo, Azuay – Ecuador

EDUCATION

Corporación Femenina Ecuatoriana “CORPFEC” (1997-2000)
Instituto de Formación Técnica de la Mujer “IFTEM”
Quito, Ecuador

Technician in jewelry making, design and setting of gems and precious metals; metal fabrication, stone setting, engraving and casting.

Unidad Educativa Letort (Secondary School: 7th – 12th grades)
Quito, Ecuador
Specialization: Chemistry-Biology / Graduation date: July 1997

American School of Quito (Primary School: Kindergarten to 6th grade)
Quito, Ecuador / Graduation date: 1991

ADDITIONAL PROFESSIONAL / SKILLS DEVELOPMENT:

- Between March 2013 and July 2017: Functions equivalent to Nursing Assistant providing medical care for bedridden stroke patient, including: drawing of blood, administering medication, taking vital signs, collecting samples of urine and feces, conducting CPR, changing dressings, providing therapeutic baths and personal hygiene, repositioning bedridden patient, sanitizing patient area, assisting physician, nurses and therapists with patient care by collecting information on conditions and treatment plans, while providing general care in consideration of patient's safety, comfort and rehabilitation.

- Soutage Jewelry – Lima- Peru 2019
- Design of Jewelry with wire, Guayaquil, 2019.
- Nail Technician, Instituto Lendan, Quito, 2018.
- Acrylic Painting, Quito, 2016.
- Candle Making: Design and decoration, Quito, 2014.
- International certification in Spinning, Magdog Athletics, Quito, 2011.
- Glass fusing techniques, Quito, 2010.
- Clothes Design; Escuela Internacional de Corsetería Tendencias, Quito, 2000.
- Pottery and ceramic vase decoration, Pintulac, Quito, 1997.
- Jewelry making with Tagua nuts (aka "ivory palm"), CORFEC, Quito, 1997.

Personal and Professional references – provided upon request