

ROSSANA MARIA SALAZAR DAZA

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EDUCATION

Texas A&M University - Commerce	Master of Education, Major: Reading	Graduated May 2014
Texas A&M University - Commerce	Completed 18 hours in Spanish Literature and Language	July 2014
Texas A&M University – Commerce	Pursuing, Master in Spanish,	Expected May 2016
Texas Teacher	Alternative Teacher Certification	August 2007
Universidad Católica San Pablo – Arequipa	Received Marketing Diploma	Graduated December 2006
Universidad Católica Santa María – Arequipa	Bachelor of Science in Agriculture Engineering	Graduated April 2002

EXPERIENCE

Texas A&M University - Commerce — *Graduate Assistant Research; Commerce, TX* January 2014 – Present

- Conduct literature review on academic Spanish for bilingual teachers under faculty supervision.
- Conduct internet searches in order to help faculty members define research topic.
- Create spreadsheets to help faculty analyze and summarize research data.
- Assist faculty members conduct qualitative and survey research.
- Proofreading/editing of materials in Spanish.
- Assist faculty members edit drafts of research papers.
- Organize workshops.
- Responsible of the logistic of the purchases.

Mount Pleasant ISD, EC Brice Elementary School – *Bilingual Kindergarten Teacher; Mount Pleasant, TX* August 2007 – September 2013

- Developed and implemented lesson plans that fulfilled the requirements of district's curriculum program.
- Presented the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Planned and used appropriate instructional and learning strategies, activities, materials, and equipment that reflected understanding of the learning styles and needs of students assigned.
- Conducted assessments of student learning styles and used results for instructional activities.
- Worked with staff members to determine instructional goals, objectives, and methods according to district requirements.
- Helped students analyze and improve study methods and habits.
- Created classroom environment conducive to learning and appropriate for the development of students.
- Established and maintained open lines of communication by conducting conferences with parents, students, principals, and teachers.
- Participated in the district staff development program and demonstrated initiative in professional development.

Greenexport S.A.C. – *Sales and Export Representative; Arequipa, Perú* April 2004 – June 2007

Consorcio Quinoa Perú – *Sales and Export Representative; Arequipa, Perú* March 2003 – March 2004

INKABOR S.A.C. – *Sales and Export Representative; Arequipa, Perú* January 2000 – April 2002

- Managed all import and export operations across multiple locations.
- Insured compliance with all governmental regulations.
- Collaborated with global affiliates to ensure compliance with Peru and local regulations affecting international logistics.
- Directly managed the relationships and ensured the cost effective performance of all international logistical services (brokers/forwarders/carriers/agencies and providers).
- Managed ongoing programs supporting cost saving opportunities for import and export activities.
- Developed and maintained process procedures to identify international orders for export and prepared appropriate documentation while ensuring accuracy and the timely delivery/release.
- Developed and maintained procedures to review documents and invoices from service providers for compliance and accuracy.
- Continuously reviewed processes, performance measures, technology and staffing to identify opportunities for operational optimization.

- Developed communication cadence to Corporate Management on industry conditions with a focus on potential threats and impacts to international trade.
- Developed, maintained and performed regulatory compliance audits.
- Collected information from overseas markets and the information system to make strategic decision making easier.
- Looked for and detected purchasing opportunities for goods and services overseas.
- Prepared, carried out and checked on the follow-up of import-export operations.
- Carried out these tasks with profitability, quality and customer satisfaction objectives in mind.

ADDITIONAL INFORMATION

Computer Skills: Proficient in Windows and Mac operating systems, Microsoft Outlook, Word, Excel, PowerPoint, Adobe.

Languages: Spanish, English, Intermediate level French

Personal Abilities: Punctual and reliable, meticulous attention to detail, ability to cope and work under pressure, able to work as part of a team, multitask and prioritize, highly proactive, personable, excellent communication, organizational, analytical, and adaptive skills with a professional demeanor.