

## Andrés Gomez

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### PROFESSIONAL SUMMARY

Versatile and results-driven professional with a strong background in E-learning and management. Expert with 2 master's degrees (diploma and certificate) while working 80%. Valuable background that is rare in its breadth, providing ability to understand client's needs from multiple perspectives, as well as the ability to envision, create and execute "big-picture" solutions to a variety of business challenges. Valued for bold leadership in facilitating up-scale improvements in different organizations that, without fail, produce award-winning operational performance metrics while successfully piloting immediate improvements.

### TECHNICAL SKILLS

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| <ul style="list-style-type: none"><li>• E-specialist</li><li>• Expert Researcher</li><li>• Video Editing</li><li>• LMS,(EDX,Moodle)</li><li>• Ergonomics</li></ul> | <ul style="list-style-type: none"><li>• Html, CSS</li><li>• Microsoft Office</li><li>• Data Analysis</li><li>• Articulate</li><li>• Python</li></ul> | <ul style="list-style-type: none"><li>• Scorm</li><li>• Javascript</li><li>• Vue</li></ul> |
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### PROFESSIONAL EXPERIENCE

#### E-LEARNING SPECIALIST | Sep 2020 - Feb 2021

##### Transport public de Lausanne



- Develop and support a Google MAPS API web app
- Create educational videos for network learning
- Gather information and course elements from members, internal departments, SMEs (subject matter experts) and others.
- Develop and design learning material, coordinate, and review educational content, and incorporate current technology in developing specific eLearning curricula.
- Support the deployment of learning programs including uploading and updating courseware and curricula, training assignments, learner notification text and rules.

#### TUTORING IN DIFFERENT SCHOOLS | Jan 2020 - Aug 2020

##### Schools in Valais



- Implemented innovative tools such as the implementation of mindfulness sequences at the beginning of the class.
- Organized, managed both groups of students and individuals.
- Assessed, recorded and reported on the development, progress, attainment and behavior of students
- Provided and contributing to oral and written assessments, reports and references relating to individual students or groups of students
- Participated in arrangements within an agreed national framework for the appraisal of students' performance.
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her

#### INSURANCE MANAGER | May 2019 – Dec 2019

##### AXA(Assurances)



- Administered all the financial components of insurance contracts and drove all organization operations to maximum effectiveness and productivity
- Identify property acquisitions and sales and ensured insurance arrangements were up-to-date, premiums agreed with insurers and premiums billed to tenants as appropriate.
- Identified new insurable risks within the Business and made recommendations for effective management of the risks.
  - Working with the Insurance Director to report to the organisation on cover arrangements, premiums and recoveries.

#### E-LEARNING SPECIALIST | Jan 2018 to Jun 2018

##### UniDistance/FernUni



- Re-engineered the software used for learning by the students and transitioning to a professional one with diverse and better conceptualization, ergonomics, human to machine interaction methods with well descriptive behavior.
- Developed new content and organizational practices that suit student's organizational needs and increase knowledge on sensitive topics.

#### Travel Manager | Jun 2015 to Aug 2017

##### TCS



- Served as an integral manager by establishing contacts with stakeholders, my subordinates and the upper management to enhance work productivity.
- Pro-active in providing clients with satisfactory solutions to their organizational needs through creating on-time schedules, making appointments and assisting all their general customer service needs.
- Provided superiors, prospective investors and shareholders with regular statistic updates and controlled the travel database, tours distribution and all other travel responsibilities.

## INTERNSHIP E-LEARNING SPECIALIST | Feb 2016 to Dec 2016

### TCS



- Provided optimal assistance by creating, updating and ergonomics of HTML/CSS page to monitor and answer all customer queries in an informed and up to date manner.
- Worked as an enthusiast and optimistic intern by successfully building tools that brought technological change thus reducing the bulk and monotony of work.
- Created E- Learning and other pedagogical tools such as video and web applications that assisted clients and fellow employees with supreme services and quick ways to assess their needs and desires.

## ASSISTANT COORDINATOR | May 2014 to Jun 2015

### TCS



- Maximized efficiency of the management process by completing paperwork in a timely manner and proper coordination of all health-related cases.
- Maintained operational efficiency by providing proactive oversight and corrections to all client needs.
- Evaluated the performance of day-to-day operations of the organization and gave feedback to the top management and other employees of the organization.

## VICE PRESIDENT AND RESPONSIBLE FOR EXTERNAL RELATIONS | Jun 2012 to Jun 2013

### AIESEC Bern



- Researched and developed a trainee program that educated and increased the Information Technology capacity of employees in the organization.
- Created and implemented ways of ensuring that International trainees obtain the necessary permits, housing and paperwork to complete the program with ease.
- Designed innovative integration methods for International trainees in Switzerland and Bern in particular.

## ACADEMIC QUALIFICATIONS & CERTIFICATION

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### Certificate Master in Advanced Learning and Teaching Technologies | University of Geneva | Sep 2015 to 2017

Its main focus is on embracing new technology in the education field. It emphasizes the analysis of computerized learning environments and the management of multimedia pedagogical and E-learning projects.

### Master in Analysis and Intervention in Educational Systems | University of Geneva | Feb 2016 to 2020

This Masters' main focus is on research and intervention in education systems especially those that are designed for academic research, inspection/assessment, evaluation, or the design of education programs. Took classes in Computer Sciences, Data Analysis, and Entrepreneurship at Berkeley university

### Bachelor in Communication | University of Lugano | Sep 2009 to Jun2012

## AWARDS

### TCS | 2016

Received widespread acclaims for good performance which earned me an award at TCS in 2016.

### Masters

While pursuing my Masters, I was selected for an exchange at UC Berkeley in USA. The University of Geneva sends 6 candidates with an average greater than 5 and with over 80 points in TOEFL to UC California. Only two students went to UC Berkeley which is the best ranked public university in the world and 28<sup>th</sup> worldwide (2017).

### Bachelor

While pursuing my Bachelors Degree, I was selected for an exchange with the LMU university (Germany) and Jyväskylä university (Finland).

## LANGUAGES

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French (Mother tongue), English (C2), German (C1), Italian(C1), Spanish (B2)

## PERSONAL SKILLS

- Communication
- Quick Learner
- Organization
- Problem Solving
- Interpersonal Skills
- Team player
- Stress Resilient.