

**MARIA JOSE MEJIA LARA**

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**Education**

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<b>European School of Economics</b> <i>Certificate in Event Management</i> London, United Kingdom	<b>Oct. 2009 to Dec. 2009</b>
<b>European School of Economics</b> <i>Master in business administration MBA</i> London, United Kingdom	<b>January 2008 – June 2009</b>
<b>Universidad Pontificia Bolivariana</b> <i>Management Specialist, Health Economy and Finance</i> Montería, Córdoba	<b>Apr. 2001 – Dec. 2002</b>
<b>Universidad de La Sabana</b> <i>Bsc, Psychology</i> Bogotá, Colombia	<b>Jan. 1993 – Nov. 1998</b>

**Work Experience**

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<b>Sunward Resources</b> Medellín, Colombia Country Manager Responsible for the overall administration of the company and its projects in country, including social approach to nearby communities, environmental issues and coordination with national, local and regional authorities on various mining related topics. <b>From 2017</b> , also acting as Country Manager of Bellhaven Exploraciones Inc. Suc. Colombia with same responsibilities. And from <b>January 2018</b> , I also manage the company project in Peru through Blue Rock Mining. All companies are Subsidiaries of Gold Mining Inc. <b>From 2019</b> , acting as Country Manager of Goldmining Exploraciones SAS with same responsibilities.	<b>November 2011 to date</b>
<b>Touchstone Colombia</b> Medellín, Colombia Country Manager Responsible for the overall administration of the company and its projects in country, including social approach to nearby communities, environmental issues and coordination with national, local and regional authorities on various mining related topics.	<b>June 2010 to October 2011</b>
<b>European School of Economics</b> London, UK Admissions and Marketing Analyst As A&M analyst I was in charge of creating and maintaining customer relationships and manage the information in the CRM system. The role also involved cold calling; guiding prospective students in open days and processing applications for all school's programmes.	<b>June 2009 to May 2010</b>
<b>Il Bottaccio, London</b> London, UK	<b>Sept. 2008 – Dec. 2008</b>

Intern

As an intern in marketing I developed and managed customer relationships, managed the customer data base and participated in the organisation and logistics of the events that took place during my internship.

**Sabbatical year**

**April 2006 – Dec. 2007**

Language courses (English and French) in Toronto and Montreal  
Academic training for Graduate Management Admission Test - GMAT

**Hospital de Monteria** (*Montería Hospital*)

**Nov. – Dec. 2005**

*Director of the Department of the Accounts Receivable*  
Montería, Córdoba

Manage the hospital's *Accounts Receivables* Department and the department staff.

- Standardised the hospital's debt collection process, from invoices to payments.
- Management and follow up of the weekly debts report per client and their payment status.

**Alcaldía de Monteria** (*Montería's Mayor's Office*)

**Jan. 2004 – Oct. 2005**

*Health and Social Security Secretary*  
Montería, Córdoba

Advise the Mayor in health related issues and manage the health sector at the municipal level.

- Manage all aspects of local health following National and Departmental policies, including; funding, payments and general project management for each National Health Target.
- Promotion of all stakeholders' participation, as part of the citizen rights, in the planning, implementation and evaluation of health and social security plans and programmes.
- Manage, and implement an integrated management system for healthcare, and create and report information required by the National System.

**Hospital San Jerónimo** (*San Jerónimo Hospital*)

**May 2003 – Dec. 2003**

*Valuation and inventory of fix assets*  
Montería, Córdoba

Advise on the management and control of fix assets

- Collect and update information on the institution's fix assets.
- Valuation, accounting assessment of existing and recorded assets, and inclusion of assets in the information system.

**Hospital San Diego** (*Sandiego Hospital*)

**Mar. 2000 – Dec. 2002**

*Invoicing Director*  
Cereté, Córdoba

Implement and manage the invoice re-engineering process in the hospital.

- Develop and implement the hospital's invoicing process.
- Train hospital staff on the invoicing process.

**Superintendencia de Notariado y Registro**

**Jul. 1999 – Feb. 2000**

*Intern – Psychologist, Human Resources Department*  
Bogotá, Cundinamarca

**Concasa**

**Aug. 1997 – Dec. 1997**

*Psychologist, Human Resources Department*  
Santafe de Bogotá, Cundinamarca

**Marymount School****Jan. 1997 – Jun. 1997***Psychologist*

Bogotá, Cundinamarca

Advise as school counsellor for preschool, elementary, and high school.

- Preschool: develop and implement programs to improve attention deficit disorders.
- Elementary and high school: develop and implement a training vocational program, focused on choosing a career.

**Other Relevant Skills**

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Languages: Fluent in Spanish, English and French.

Computer skills: Word, Excel, Power Point, Internet.

**References**

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Available upon request