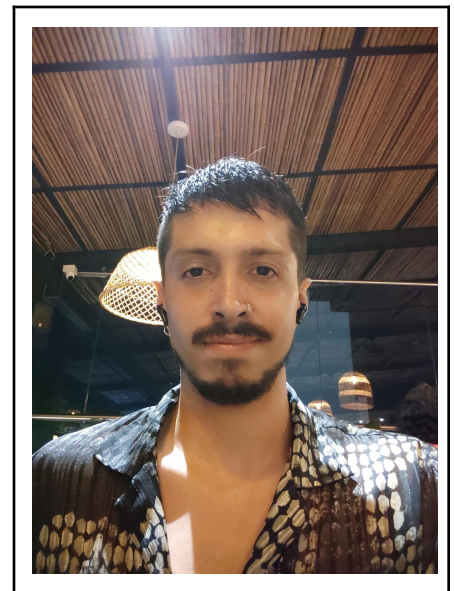


Sebastian Maya - Bio

Resume Summary

I am a **data entry specialist and recruiter** for **Elite Sports International Admin and Design Team**, responsible for maintaining data accuracy, streamlining information systems, and recruiting top administrative and creative talent from Colombia. I've helped drive our team's growth by establishing **strategic partnerships with universities**, organizing **recruitment events and job fairs**, and implementing efficient onboarding processes to attract and retain qualified personnel.

My expertise extends to **data management, workflow optimization, cross-cultural communication, and team coordination**. I handle **large-scale pre-season registrations**, ensuring accuracy and timeliness across multiple clubs and platforms, while also serving as an **administrative assistant to the leadership team**—supporting project tracking, reporting, and day-to-day operations. I take pride in bringing structure, precision, and collaboration to every part of our workflow.



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