



PERSONAL DETAILS

E-MAIL: laura.knutsen@hustadgranaas.com

PHONE: +47 929 98 790

POSTAL ADDRESS: Grensen 15, 0159 Oslo, Norway

GENDER: Female

NATIONALITY: Colombian

EDUCATION: Bachelor's Degree in Business Administration, Pontificia Universidad Javeriana

LANGUAGES:	Spanish	Native
	English	Fluent
	Norwegian	Proficient

SUMMARY:

Business manager with 5 years' experience in the different areas of the organization overseeing the day-to-day operations, Human Resources and Procurement processes. Known for being a detail and solution-oriented person with skills to support the company and team in aims of building excellent relations with customers and stakeholders.

PROFESSIONAL SUMMARY

08/'22-TODAY [Hustad & Granaas AS](#), Office Manager, Oslo, Norway.

- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Responsible for all accounting/tax and systems
- Responsible for timely and correct invoicing (account receivables), payables, monitor spending, and process payroll and other expenses.
- Improving and administrate HR systems and routines
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Setup and supervising the conditions of day-to-day operations of staff members.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.

- Building and expanding on skills by engaging in educational opportunities.

01/'21-09/'21 [Farmable, Market Research Analyst, Oslo, Norway](#)

- Support of the creation and development of the Go-to-market strategy for Spain, mainly conducting research to identify growers, advisors, and cooperatives located in Spain and Latin America
- Creation of Facebook content obtaining engagement and awareness about the Farmable app in the Spanish market.

07/'18-12/'19 [Congress of Colombia, Administrative Responsible, Bogota, Colombia](#)

- Responsible of overseeing the office's Operations when it came to HR and procurement
- Responsible of managing the official communications from the Congressman's Office
- Research for Congress debates regarding law projects relating to foreign policy, defence, treaties, immigration crisis, military service, public honours and monuments
- Provided customer service and collaborated with diaspora leaders around the world to obtain strong relationships with the community

04/'17-07/'18 [Cultural Care Au Pair, Regional Manager, Bogota, Colombia.](#)

- Responsible for growing the Colombian market and ensuring that sales goals were met. As a result, I was selected as one of three Colombian winners of the EF Sales Award in 2018, a reward given to the best sellers of Cultural Exchange programs around the world
- Led the recruiting process including calls, marketing, screening applications, and coaching candidates.
- Provided customer service and collaborated with local au pair community to achieve sales goals
- Contributed to marketing activities both on- and offline

08/'16-02/'17 [Continental Tire Colombia, Administrative and Financial Assistant, Bogota, Colombia.](#)

- Supported the administrative and financial area
- Conducted due diligence research into new suppliers, resulting in the company reducing its Supplier Selection risk.
- Helped with the commercial team's purchase requests, travels, and events.