

## PERSONAL INFORMATION

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My objective is to be part of an organization that allows me to participate in significant projects, which can acquire a solid experience, and receive fair value for my ideas and encouragement to face new challenges.

## WORK EXPERIENCE

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### IASIA Executive Secretary

- Support Mme. DONG Qing (IASIA current Past president).
- Preparation of documents for board meetings; Management of new membership applications and support to the Board members and working group chairs, among other activities described in the regulations of the association for this position.
- Feeding the Communications and Decisions made by the IASIA Board of Management through the virtual Mechanism (2020-2021-2022).
- IASIA Awards procedures: OP Dwivedi and Donald C. Stone.
- Elections 2022-2025 procedure and Call for Nominations.
- Organizing IASIA-IIAS2021 Virtual Conference and IASIA2022 with all hybrid sessions, and Conference Program in English/French/Arabic.

Mar 2020 -  
present

### IIAS Communication Support

- Bilingual IIAS Member Benefits landing page.
- 24 editions of IIAS Agenda (Newsletter) prepared and released since April 2020 and support for July and August 2022 releases.
- Visual concept, Backup, and Video Edition of zoom sessions conferences: IIAS2020 90th anniversary; EGPA-IIASIA2020 and EGPA2021.
- Communication on social media support IIAS Entities 2020-2021 and Q1 2022.
- Dashboard of Submissions [IASIA-IIAS2021](#), [IASIA2022](#), [EGPA2022](#), and [IIAS2022](#).
- Landing pages: [PSGs EGPA](#), [IASIA WGs Chairs](#), [IASIA-IIAS2021](#), and [IASIA2022 organizers](#) and [Welcome messages](#).
- IIAS Membership Database structure analysis
- Constant updates in IIAS Entity's websites and their conference's websites since 2020.

Jun 2018 –  
Jul 2019

### IIAS Conferences Support

- Excursions prepared: IASIA-LAGPA2018, [Lima](#) and IASIA2019, [Lisbon](#).
- Distribution of papers per track and preparation of work material for WG chairs IASIA 2019, Lisbon.
- Support LOC IIAS2019, Lien, and IASIA2019, Lisbon (Onsite).

Jul 2016 –  
Jul 2019

### Local support of IASIA President (2016-2019), Prof. Bianor Cavalcanti.

Apr 2015 –  
present

### LAGPA/IIAS Executive Secretary

- Conferences organized: [LAGPA2015](#), Cartagena; [LAGPA2016](#), Cali; [LAGPA2017](#), Lima; [IASIA-LAGPA218](#), Lima; [LAGPA2019](#), Quito; [LAGPA2020](#) (Virtual), Bogotá; [LAGPA2021](#)(Virtual), Costa Rica; [LAGPA2022](#), Barranquilla (Ongoing).

Jul 2019 – present **Editor-in-Chief of the RAP-GLAP Review** – *Revista de Administración Pública del LAGPA/IIAS*, [9 editions released](#).

Jun 2014 – Jul 2014 **Protocol Analyst for 2014 FIFA World Cup** – Rio de Janeiro, Brazil

Set 2008 – Jun 2012 **Oscar Niemeyer's Magazine "Nosso Caminho", Translator** - Rio de Janeiro, Brazil.

Jun 2010 – Ago 2010 **GLOBO TV Broadcasting - Website Translator** – Rio de Janeiro, Brazil.

Oct 2004 – Jul 2007 **Manager of an [English School](#) Social project**, Favela da Coroa, Rio de Janeiro, Brazil

Jan 2003 – May 2010 **Spanish & Portuguese private teacher**

Jun 1992 – Set 2002 **System Analyst of Technical Information** – Electric Power Company – Barquisimeto, Venezuela.

## EDUCATION AND TRAINING

2018-2019 **Master in Operations and Technology Management** – ISCTE-IUL, Lisboa, Portugal.  
Final Score: 17/20. <http://hdl.handle.net/10071/20047>

2017-2018 **Pre-master in Operations and Services Management** – Getulio Vargas Foundation (FGV), Rio de Janeiro, Brazil.  
Score: 8,53/10.

2007-2009 **South America & Brazil Tour Guide** – Marc Apoio, Rio de Janeiro, Brazil.

1988-1992 **System Analyst** – Universidad Centroccidental Lisandro Alvarado (UCLA), Barquisimeto, Venezuela.

## COMMUNICATION SKILLS

• Mother tongue Spanish

• Other languages (s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Portuguese	C2	C2	C2	C2	C2
English	C1	C1	B2	B2	C1
French	A2	B1	B1	B1	A2

Levels: A1/A2 (Basic user); B1/B2 (Independent user); C1/C2 (Proficient user) [Common European Framework of Reference for Languages](#)

## PERSONAL SKILLS

- Computer Skills • Using knowledge in systems to reduce and eliminate repetitive activities.
- Creativity • Solving everyday problems through original ideas.
- Customer Service • Offering solutions and information on time.
- Decision Making • Looking for concrete solutions and putting them into practice immediately.
- Leadership • Indicating the way, to organize/monitor the team activities.
- Resilience • Adapting to each situation, taking advantage of strengths.

## HOBBIES

- Music • Lyric Singer / Tenor
- Electric Power Company Choir member
- Niños Cantores de Lara choir member