

The Capital Group Global

Vice President

With an impressive array of qualifications in the fields of project management, operations coordination, and administrative support, Jorge De Abreu is an individual of extraordinary determination and skill. His proven ability to organize has allowed him to make substantial contributions to each organization he has served. Currently serving as the Operations Director at The Capital Group Global, he plays a crucial role in coordinating and managing day-to-day operational activities for the company. Jorge provides valuable support to the team by assisting with technology applications and maintaining efficient e-filing and information retrieval systems. He consistently produces accurate and timely word-processed documents and plays a vital part in prioritizing projects to meet deadlines in a fast-paced, collaborative environment.

Prior to his current role, Jorge served as an Associate Project Manager at Jones Lang LaSalle Americas, Inc. in Orlando, Florida. In this position, he was responsible for conducting and documenting weekly meetings, coordinating subcontractor activities, and managing the relocation of technical functions. His coordination and tracking of Vendor Requests for Proposals (RFPs) while maintaining accurate electronic files and documentation contributed to the success of the projects. Taking initiative in addressing any project matters, he succeeded in making sure that the accounts receivable remained within the planned capital expenditure. Furthermore, he assumed the responsibility for managing and monitoring the necessary permits for nationwide initiatives, making sure to observe all applicable regulations.

Jorge possesses a vast knowledge of computers and various software applications, including Adaptive Work (Clarizen), Bluebeam, Microsoft Project, Microsoft Teams, Microsoft Excel, Microsoft Word, Microsoft Outlook, Adobe Creative Suite, PowerPoint, and Microsoft Publisher. Additionally, Jorge's exceptional aptitude in both English and Spanish grants him an elevated capability of communication, which permits him to interact with people from a wide assortment of backgrounds. Jorge is presently undertaking a Bachelor of Arts degree in Business Management from Valencia College and he has attained a Real Estate Salesperson Certification from the Bob Hague School of Real Estate. Jorge De Abreu is an invaluable resource to The Capital Group Global owing to his extensive background in project management, operations coordination, and administrative support, along with his proficiency in the technical realm and exemplary organizational abilities. His commitment to achieving the highest standard of excellence and his ability to effectively adjust to diverse predicaments aid in his success in both project management and team support.

+1 954 635 8586 or via email jjdeabreu@thecapitalgroupglobal.com

