



## PERSONAL INFORMATION

**Name and Surname:** ○○○  
**Date of birth:** ○○○○/○○/○○  
**Place of birth:** ○○○, ○○○○, ○○○  
**ID Number:** ○○○○○○○○○○  
**Passport:** ○○○○○○(○○○○)  
**Address:** ○ ○○ ○ ○○○ ○○○ ○  
**Home phone:** (○)○○○○○○  
**Cell phone:** (○○○) ○○○○○○  
**Email:** ○○○○○○○○○○○○○○

## EDUCATION

(2002 – 2006) ○○○○ School  
High school  
○○○○○ Student

(2008) ○○○○ University  
Undergraduate Program (8 months)  
Business Economics

(2008 – 2010) ○○○○ University  
Undergraduate International College  
International Trade and Management (Softmore year)

## AWARDS AND CERTIFICATES

(2007) BM- Computación  
“Computer repairing and maintenance of facilities specializing in software, Internet and introduction to networks”, (32 hours)

(2007) ○○○○ University  
“Introduction to Visual Basic. Net y and its tools”, (2 weeks)  
“Programming with Ado.Net “, (2 weeks)  
“Programming with Asp.Net”, (2 weeks)

- (2007) Guatemalan- American Institute (IGA)  
 "Intensive English Course, Level 9", (2 months)  
 "TOEFL preparation course ", (2 months)
- (2006) "Young Entrepreneurs Seminar "Anacafé. (1 day)  
 "Seminar for young leaders of tomorrow, "University Marroquín (3 days)  
 "Seminar of Guatemala Entrepreneurs "(1 day)
- (2005-2006) Correspondent Magazine Classroom 2.0", Prensa Libre, Zone 1. (2 years)
- (2008) Caggemini Coach for TXU Energy Account
- (2009) 2009 International Leadership Conference
- (2009) Ming Chuan English Speech Contest for 2009
- (2009) ICDF Counselor in Taiwan ICDF International Scholarship program
- (2010) TOEIC Certificate of English L&R (Score: 985/990)

## WORKING EXPERIENCE

### PLAN DE PRESTACIONES DEL EMPLEADO MUNICIPAL

Typist in the Department of Statistics  
 (Summer Vacation Job)

### TRANSACTEL

Customer Service Representative (Caggemini)  
 English Speaking Environment

### VOLUNTEER SERVICE HOURS (2009-2010)

Assistant and Translator for International Athletes. Deaflympics 2009 (20 hours)  
 Teaching English to Primary children on Christmas. (9 hours)

## LANGUAGE SKILLS

**Spanish** Native Speaker. Reading, Writing, Speaking and Listening at university level  
 ✓ High School in Spanish  
 ✓ University one semester in Spanish

**English**

Advance Speaker. Reading, Writing, Speaking and Listening at university level

- ✓ English Certificate Michigan. IGA, Guatemala (2008)
- ✓ TOEIC Certificate (2010)
- ✓ Undergraduate Major in an English Environment

**Mandarín**

Beginner Speaking. Reading, Writing, Speaking and Listening at basic level

- ✓ Basic Chinese Course I (2009)
- ✓ Intermediate Chinese Course (2010)

**REFERENCE**

Lic. Eduardo Montiel

General Manager

Plan de Prestaciones del Empleado

Jennifer Díaz

Manager Assistant Department of

Customer Service (Mediprosos)

Evelyn Barrios

Human Resource Manager

Transactel (Capgemini)

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Mei- Hui Hsiao

ICDF Scholarship Manager

Ming Chuang University

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