

Arlyn Chavarría Jiménez

Personal Information

Civil Status: Single

Nationality: Costa Rican

ID: 1-1599-0300

Age: 25 years old

Mobile Contact: +506-8331-2056

E-mail: arlyn.ch.j@outlook.com

Education

2012 - Julián Volio Llorente. San Ramón, Alajuela.

High School Education

2016 – MG Capacitación. San Ramón, Alajuela

Assistant in Business Administration and Human Resources support. (Course)

2016 – MG Capacitación, San Ramón, Alajuela

Customer Service (Course)

2017 - INA, San Ramón, Alajuela.

English Executive for Services, Associated degree.

2017 - INA, San Ramón, Alajuela

Office Applications (Excel, Word and Power Point)

2020 – UCR, Universidad De Costa Rica

IT Essentials PC Hardware and Software

2020 – Sykes Academy / Invenio, San Ramón, Alajuela

B1 English level certification

2020 – Sykes Academy / Invenio, San Ramón, Alajuela

B2 English level certification

2020 – Sykes Academy / Invenio, San Ramón, Alajuela

B2+ English level certification

Important knowledge

Word, Excel, Power Point, Invoice Systems (El Pueblo), inventory control.

Other knowledges

- Food Handling Badge.
- Knowledge in Systems.
- Knowledge in Accounting
- Knowledge in Administration

Participations

Financial Education Project for children. Banquito, project owner
Liseth González Fonseca.

Work Experience

December 2017 - April 2018 Spanish Tutor for American Speakers,
with personal Lessons.

April 2018 – January 2020 Optica Rosan, San Ramón Alajuela as a
Customer Service, Adviser, Saleswoman, HR Helper.

Other Participation

- Participation Biologics Olympics in 2017 First Eliminary.

Extra Activities

- Multiple Karate Tournaments
- Semi-professional Popular Dancer

Extra Skills

Teamwork, Leadership skills, Training skills, committed, responsible,
positive, independent learner, proactive, and willing to learn.

Languages

- Spanish (Native)
- English (Fluent)

**Professional
References**

- Rodríguez Sánchez, José Daniel Phone Number: 8338-4120
jdrs2483@gmail.com. Electronic Engineer and Optica Rosan Owner.

Goal

Contribute to the development of the company, at a professional
level, as well as having a good coexistence with the work team to
forge an excellent working environment.