

# Arlyn Chavarría Jiménez

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## Personal Information

Civil Status: Single

Nationality: Costa Rican

ID: 1-1599-0300

Age: 26 years old

Mobile Contact: +506-8331-2056

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Github: <https://github.com/Arlyn-Ch/documents/blob/main/README.md>

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## 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

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## Important knowledge

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

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**Other knowledges**

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- Food Handling Badge.
- Knowledge in Systems.
- Knowledge in Accounting
- Knowledge in Administration
- Introduction to programing by sykes technologies

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**Participations**

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

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**Work Experience**

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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 Support.

November 2020 – Currently Sykes Customer service representative.  
From November 2020 to Abril 2021 I was a Customer service  
representative for Costco Capitalone Canada credit card.  
From May to present as a Customer Service representative for  
Capitalone Canada Fraud Solution branded credit card.

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**Other Participation**

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- Participation Biologics Olympics in 2017 First Eliminary.

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**Extra Activities**

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- Multiple Karate Tournaments
- Semi-professional Popular Dancer

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**Extra Skills**

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Teamwork, leadership skills, training skills, committed, responsible,  
positive, independent learner, proactive, and willing to learn.

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**Languages**

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- Spanish (Native)
- English (Fluent)

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**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.