Arlyn Chavarría Jiménez

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| 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](mailto: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 Lisseth 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 Eliminatory. |
| 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](mailto: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. |