

Angelica Cifuentes

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660-5046

OBJECTIVE

A bright, hardworking, and responsible undergraduate student with excellent interpersonal and organizational skills, seeks a job where skills can be used to grow professionally.

EXPERIENCE

Covenant Music and Gift Shop

Accountant Assistant from March 2020 to December 2020

- Entering transactions in QuickBooks
- Data filing

Invictus Call Center

Sales Agent and Customer Service from January 2021 to February 25, 2021

- Customer Service
- Inbound and Outbound Calls
- Sent emails.
- SMS

Translate- Focus Interpreting

Interpreter from June to September 2021

- Interpreting from Spanish to English & English to Spanish in the Medical, Business and Legal field.

Ministry of Infrastructure Development and Housing- Current

Second Class Clerk/ Secretary since October 1, 2021

- Secretarial Duties
- Assist in Clerical Duties (Records)

EDUCATION

University of Belize

Belmopan city, Belize

August 2022- **CURRENT**

Bachelor's Degree in business administration (Management)

University of Belize

Belmopan city, Belize

January 2019-2022

Associates degree in Business Science

Belmopan Comprehensive School
Belmopan city, Belize
2014-2018
Business diploma

CSEC Results

Subject	Proficiency	Grade
English A	General	I
Human and Social Biology	General	II
Information technology	General	III
Integrated Science	General	II
Mathematics	General	II
Principles of Accounting	General	III
Principles of Business	General	III
Social Studies	General	III

SKILLS

- Able to utilize strong math skills, team orientation, and interpersonal strengths to ensure provision of high-quality customer service.
- Charismatic communicator in speech and in writing.
- Outstanding time-management and organizational abilities
- Technical proficiencies include Microsoft Office, basic data entry on QuickBooks and social media.
- Intelligent and loyal team member, readily listening to others, acknowledging peer accomplishment, and contributing to positive and productive work environments and team morale.

LANGUAGES

English
Advanced

Spanish
Advanced