

## **Profile**

A responsible, punctual, and highly personable individual with a good predisposition to learn and support in any task assigned to me. Seeking challenging opportunities with a company that provides growth and career advancement opportunities.

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## **Summary of Skills**

- Collaborate with the team to produce the quality report.
  - Highly skilled in providing information regarding products and services of the company.
  - Special talent for handling irritated and angry customers.
  - Proven ability to determine answers and solutions quickly.
  - Strong computer skills including proficient key-boarding and web navigation skills.
  - Ability to work in high pressure situations.
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## **Education & Certification**

### **Centennial College - (Expected)**

Toronto, Canada.

December 2022.

Software Engineering Technician.

### **Natalia Jarrin School.**

Quito, Ecuador.

September 2019.

Science Bachelor.

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## **Work Experience**

### **Legal Consortium Lema & Associates**

#### **Administrative Assistant – January 2020 - February 2021**

- Customer Service
- File management
- Redaction of documents
- Mailing and correspondence
- Organize meetings.

### **Blanquita's Grocery Store**

#### **Stock Clerk - June 2021 – March 2022**

- Bagger
- Keep the store clean at all times
- Ensuring the store's shelves are stocked with products and priced correctly.
- Keep records of items shipped, received, or transferred to another location
- Unload the products once they arrive to the store.

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## INTERESTS

- **SPORTS:** Walking, Running, Bicycling, Football, Gym.
- **MUSIC:** Listening.
- Cooking.
- Programming.

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## AVAILABILITY

- **Thursday / Saturday**

All day

- **Friday**

From 2:00pm.