



JOSHUA SOTELO SOLÍS

CUSTOMER SERVICE

Limón, Limón, Costa Rica, Costa Rica

7036-6997

joshua.sotelosolis@gmail.com

ABOUT ME

Assistant and salesperson with experience in organizing schedules, customer service, sales, accounting, maintenance, problem-solving, research, and ease of speech.

Student of Software Engineer in Cenfotec.

LANGUAGES

ENGLISH

DRIVING LICENSE

Driving license category
B1

WORK EXPERIENCE

DULCI FRUTTI
Guapiles
Feb 2013 - Mar 2014

Customer service
Performed customer service, opening, and closing of countability, cleaning of the premises.

BUFETE SARMIENTO VARGAS
Guadalupe
Nov 2020 - Jul 2021

LEGAL ASSISTANT
I carried out tasks such as keeping the firm's weekly agenda organized, keeping up-to-date and monitoring the judicial files of clients, writing documents and deeds, preparing the accounting and presenting VAT reports, managing the platform of the Judicial Branch, maintaining constant communication with customers by mail, WhatsApp and telephone to provide updated information on their cases, in addition, to carry out maintenance and upgrades to computers and electronic equipment.

EDUCATION

DIVERSIFIED DISTANCE EDUCATION
Alajuela
2018

High School Bachelor's Degree

CENFOTEC
San José
2024

Bachelor of Software Engineering
In progress.

SKILLS

COSTUMER SERVICE	ELECTRONIC EQUIPMENT MAINTENANCE
TEAMWORK	GIT
JQUERY	GITHUB
JAVA	JAVASCRIPT
MONGODB	BOOTSTRAP
OFFICE	SOCIAL NETWORKS
HTML5	RESEARCH
ACCOUNTING MANAGEMENT	ADOBE PHOTOSHOP

COURSES

UNIVERSIDAD POLITÉCNICA INTERNACIONAL
Jan 2017 - Jan 2018

Ingles

COLEGIO TÉCNICO PROFESIONAL DEL ESTE
Jan 2016 - Dec 2016

10th grade technical support

HOBBIES

MUSIC, MOUNTAINEERING AND CYCLING.