

**YERLANDY MONCIÓN**

# **AIM**

Develop me inside a company that allows me strengthen me, and give me the opportunity to implement my theoretical knowledges inside a department that complement my developing competitions, for like this grow in appearances so much labour like personal.

# **CONTACT**

 **8499171573**

 [**Yerlandymoncion.10@gmail.com**](mailto:yerlandymoncion.10@gmail.com)

**\* C/Gaspar Polanco**

**#49, Residencial. Leinad,**

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# **EDUCATION**

**2018** Law

Technological university of Santiago (UTESA)

**2016** Industrial Engineering

University Action Pro-education and Culture (UNAPEC)

**2014** High School

Liceo Yolanda Esther Rivera.

**2002** Basic

School Presbitero Carlos Nouel.

# **EXPERIENCE**

**SKILLS**

* Good communicacion. • Discipline. • Ease to work in team. • Fast Learning. • Solution of problems. • Administrative assistance. • Service to the

Customer. • Capacity of work under pressure.

# **REFERENCES**

## Genaro Hernandez Tolentino - "Company Telefónica Claro"

Electronic engineer. 809-543-4294

## Miguelina Corner Basora - "Hernández Monción & Asocs Consulting Group "

Lawyer 8293630060

**2018 - 2019** Agent of Service to the Customer.

Teleperformance

**2018 - 2018** Analyst of Process

**C/Gaspar Polanco**CANADIAN VISA APPLICATION CENTER (VAC)

**2015 - 2018** Administrative Assistant

Hernández Monción & Asocs Consulting Group

# **INFORMATICA**

Microsoft Or ce Microsoft PowerPoint social Networks Microsoft Excel Microsoft Word Microsoft Project Microsoft Access

# **LANGUAGES**

Spanish.

English.

# **CERTIFICATIONS**

## **Informatica**

*6 Months*

Intensive course of Computing.

## **Emprendimiento**

*4 Months*

Workshop diplomado of emprendedores.

## **Tourism**

*3 Months*

Course Workshop of Tourism

# **PERSONAL FORTRESSES**

Identification of Problem, Ease of understanding, Keep the Calm still in the middle of situation dificil, Patience, Service to the Customer.

# **EXTRACURRICULAR ACTIVITIES**

Social work for Foundation Solidarity Against the Cancer(FUNSSOCAN)