Academic Education

* 2007-2011: Secondary Education: Liceo El Roble, Heredia CR.
* 2000-2006: Primary Education: Alfredo Volio Jiménez School.

*Currently Studying*

* 2016- Business Administration technician, Academia Lider.
* 2016- Semi-Intensive English Program, Academia Lider.
* 2012- Bachelor Degree of Law, Universidad de las Ciencias y el Arte.

*Job Experience*

* Autosubastas.com: Administrative assistant logistics department, organizing the logistics process by analyzing services, costs, frequency and speed to collect purchases in the United States to be imported to Costa Rica. Billing process, upgrade internal system, archiving, support to sales and customer service. (Sep-Nov 2015)
* Consultorio Jurídico y Casa de Justicia Universidad Latina de Costa Rica: Legal assistant, providing legal advice especially to people who can not afford the services of a lawyer, preparation of documents, requests, responses, accompanying judgments in the courts. (Jan 2014-May 2014).

*Additional Information*

* English level : Intermediate.
* Computer programs: Office (Word, Excel,PowerPoint),Outlook,Internet.
* Own vehicle and B1 driver's license.

*Objective*

* I am a responsible, punctual, highly ordered, demanding and perfectionist person. I am currently a college student; my objective is to get experience combined with my role as student, putting into practice the knowledge gained through my studies. I want to be an assistant, secretary, customer service agent.

*Personal Information & How-to contact*

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