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| **Jacqueline Colocho Candelario**  Santo Domingo, Heredia.  **8443 6317**  [jacqueline\_ivonne03@hotmail.com](mailto:jacqueline_ivonne03@hotmail.com)  ID:112030164 | C:\Users\Jacqueline\AppData\Local\Temp\jackie.jpg |

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| Objective | I want to developer my career in order to achieve the best results by the company and be part of the team work to get the work on time, the goals and objectives in the company and put in place my experience effort and passion from winning in the company. |
| Skills | * I have a high learning ability and skills such as teamwork, leadership and good communication. I like to work with responsibility, dedication and perseverance, I have facility to establish good interpersonal relationships and foremost I am loyal to my principles, work ethic and always give my best, pro-activity and motivation to achieve individual and team. * Excel advance. |
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| Education  **Other courses**  **Languages**  **Related Experience** | * Currently studying Bachelor’s degree in business administration, UMCA (3rd year of career) * Liceo San Antonio, Desamparados (2002). * Computer Operator, INA * Accounting I y II, INA * Ethics and professional practice, INA * Financial Mathematics, INA * Advanced Excel knowledge * English 85%, Intensa |
|  | * **Shift / Risk Manager, Apogee Interactive Software**   March 2015 – May 2016.  Role and responsibilities:  Customer service supervisor and personnel management  Training Officer  Secretarial functions  HR support, creating files in Excel spreadsheets, reporting ordinary and overtime, holiday shares and disabilities among others.   * **Purchases Order reporting, TTS( P&G Outsourcing)**   December 2014 – March 2015.  Role and responsibilities:  Excel reporting creation.  Master Data clean up.  Customer supporting. |
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|  | * **Supervisor, Pit boss and Dealer, Global Gaming Labs (GGL)**   December 2010 – February 2014.  Role and responsibilities:  Monitoring Wizard customer service and personnel in charge  HR support, sending files in Excel spreadsheets, reporting ordinary and overtime, holiday shares and disabilities among others.   * **Administrative Assistant, FAVITRO S.A.**   December 2008– December 2010.  Role and responsibilities:  Receptionist  Responsible for suppliers  Delivery of checks  Customer service  Assist the HR department at work as doing wage records, fill disabilities, social activities, in Excel files for payroll |

**References** **Randall Zúñiga.** Administrator. 8751-5145.

**Giovanni Gómez Cárdenas.** Administrative Assistant. 8665-7920.

**Alexander Morales Granados** Project Manager 8853-9198.