

# Tiffany Rodríguez Quirós

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## Education

- High School Diploma | 2022 | CTP Carrizal
- Technical Degree in Banking and Finance | 2022 | CTP Carrizal
- Bachelor's Degree in Industrial Engineering | Current Student | University of Costa Rica (UCR)
- Software Application Development Technician | Current Student | Technological Institute of Costa Rica (TEC)

## Experience

### **INTERN | 3M | OCT 2022-DEC 2022**

- Registration and review of invoices.
- Management of internal and external customer emails.
- Accounting documentation handling.

## Skills

- Proficiency in Microsoft Office (Excel and Word).
- Leadership skills.
- Organization and responsibility.
- Teamwork abilities.
- Ability to work under pressure.
- Willingness to learn.
- Self-motivated.
- Honesty.

## Certifications & Achievements

- Skills for Life Program.
- Personal Finance Certification.
- Emotional Intelligence Certification.
- Label and Protocol Certification.

## Languages

- Spanish (Native)
- English (B2+)

## References

- Upon a request.