



# Andrea Veliz

ADDRESS

Guatemala City  
Guatemala

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DATE OF BIRTH

June 7, 1999

## 01 PROFILE

I consider myself a proactive person who like challenges, who manages to achieve what is proposed, committed to doing well my work, sets short and medium-term objectives, that does not give up so easily to the competition and adversity of business, with ease of interpersonal relationships, able to achieve goals and objectives.

## 02 EMPLOYMENT HISTORY

Jan 2016 — Dec 2017

Guatemala, zona 10

**Sales at Quick Silver Oakland Mall**

Aug 2018 — Jun 2020

Guatemala City

**Customer Service at Walmart ICS**

May 2020 — Nov 2020

Guatemala City

**Customer Service at CIGNA Conduent**

Jan 2021 — Feb 2022

Guatemala City

**Collections Rep at HCL**

## 03 EDUCATION

Guatemala City

**Bethania Institute**

Primary Education

Jan 2014 — Oct 2017

Guatemala City

**Colegio Bilingüe Vista Hermosa**

Bachelor of Science and Letters

Guatemala City

**IPETH University (Galileo)**

Bachelor's degree in Physiotherapy

In progress

## 04 SKILLS

Microsoft Office Word

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Customer Service

● ● ● ● ●

Computer Skills

● ● ● ● ●

Microsoft Excel

● ● ● ● ●

Microsoft PowerPoint

● ● ● ● ●

Microsoft Office

● ● ● ● ●

Excelentes habilidades  
de comunicación

● ● ● ● ●

## 05 LANGUAGES

English

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