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**CURRICULUM VITAE**

**NAME:** Diana Alejandra Saavedra Cortez

**BIRTHDATE:** October 4th, 1994

**PLACE OF BIRTH:** La Paz, Bolivia

**CIVIL STATUS:** Single woman

**IDENTITY CARD:** 6837513L.P.

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**ACADEMIC TRAINING:**

* 2013, 2014 Professional in Gastronomy at the Gastronomic Institute of the Americas (IGA)
* 2012. Bachelor of Humanities, Santa Ana School

**OTHER STUDIES:**

* 2014, March-August Financial Administrative Assistant at the “El Carmen” Technical Institute (ITEC)
* 2022, February – December, Professor of Spanish as a foreign language at the University of Salamanca, SPAIN.

**WORK EXPERIENCE:**

* Internet “DARKNET”, 2011
* “Corazón de María” parish kitchen for parish outings. 2012, 2013
* Snack “Jawitas, Mi Chulumani” January and February 2015
* Hotel “OSIRA” from February to July 2015 and September to November 2016.
* Rest. “Burning” from February to April 2016.
* “BROSSO” Ice Cream Shop from May to July 2016.
* Hotel “Luna Salada” from November 2016 to April 2017
* “Luna Salada” Hotel from June to August 2018.
* Babysitter.
* Humanistic technical educational unit “5 de Mayo”
* Educational unit “Domingo Savio Institute”.

**POSITIONS HELD:**

* Customer service at the window.
* Kitchen assistant for the people who prepared the food, and participation in the preparation of the food.
* Serving tables, preparing drinks and cleaning the place at the end of the day.
* Waitress in the hotel lounge and restaurant and Steward.
* Kitchen assistant.
* Kitchen assistant and ironer in the late shift.
* Waitress in the lounge and Bar-Lounge.
* Reception.
* Caring for and helping children with tasks.
* Gastronomy teacher for 3rd and 4th years of secondary school.
* English teacher from 1st to 6th grade of secondary school.

**LANGUAGES:**

* Spanish: Read, Write, Speak 100%
* English: Cambridge certification level B2
* French: Learning

**COMPUTING:**

* Word.
* Excel.
* PowerPoint.

**PARTICIPATION IN SEMINARS AND WORKSHOPS:**

* Seminar “Epistemological guidelines and research” given in the Andrés Bello auditorium by the society of Bolivian professionals, La Paz, Bolivia, January 2020
* Monograph Formulation Workshop Course, taught at the “El Carmen” Technical Institute (ITEC), La Paz, Bolivia, July 2014.
* Human Resources Workshop Course, taught at “ITEC”, La Paz, Bolivia, June 2014.
* Tax Legislation and Practice Workshop Course, taught at “ITEC”, La Paz, Bolivia, May 2014.
* Social Treatment Workshop Course, taught at “ITEC”, La Paz, Bolivia, April 2014.
* Professional Ethics Workshop Course, taught at “ITEC”, La Paz, Bolivia, March 2014.
* Account Nomenclature Workshop Course, taught at “ITEC”, La Paz, Bolivia, March 2014.
* Oral Expression Workshop Course, Folk Dances and Social Etiquette, taught at the “BOLIVIA” Oral Expression Academy, La Paz, Bolivia, 2007.