



# GUILLERMO YAHIR SAGRERO BE

English Language Major

## About me

I am a young professional who graduated from the Bachelor's Degree in English with a focus on language teaching. I have an advanced level of English and experience in reception, which has provided me with skills in customer service and administrative management.

I am proactive, resilient and shrewd, and I enjoy teamwork. I am motivated to apply my knowledge and skills in a professional environment to continue growing and contributing significantly.



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## IDIOMAS

- English (C1)

## FORMACIÓN COMPLEMENTARIA

-Staff at the XVIII International Language Studies Forum. *(From 05 til 07 of October 2022).*

--Attendance at the thematic seminar of the Academic Corps of Integral Education *(May 13rd, 2022).*

-Academic Peer-to-Academic Adsor in the English Modality *(January - December 2023).*

-Constancy Thematic Seminar of the CA of Competences in the Digital Age *(16 Nov 2023)*

-Certificate issued by the Language Center of the Autonomous University of the State of Quintana Roo level C1 *(May 2024)*

## EDUCATION

**Centro de Bachillerato Tecnológico Industrial y de Servicios No. 253**

**TECHNICIAN IN HUMAN RESOURCES ADMINISTRATION**

*(2016 - 2019)*

I. It prepares and manages the administrative information of the organization.

II. It integrates human capital into the organization.

III. Assists in the control and evaluation of the performance of the organization's human capital.

IV. It controls the processes and services of hygiene and safety of human capital in the organization.

V. Determines the remuneration of the organization's human capital.

**University of Cambridge**

**Cambridge English Entry Level Certificate in ESOL International (Entry 3) (Preliminary)\***

*(2019)*

Official Certification Level B1 according to the Common European Framework of Reference for Languages.

**Universidad Autónoma del Estado de Quintana Roo - Campús Bahía**

**LIC. EN LENGUA INGLESA**

*(2020 - 2024)*

Graduated from the bachelor's degree in English with a competitive approach to the development of language teaching-learning. With the ability to communicate in English orally and in writing in a variety of contexts depending on what is established in level C1 of the Common European Framework of Reference for Languages.

## WORK EXPERIENCE

**Clínica Black Medical & Labs**

Intern in the Youth Building in the Future Program

- Receptionist

*(2020 - 2021)*

**Hotel Suites & Arges**

-Recepcionist

*(2022 - 2023)*