

RESUME



My goal is to work for your company in order to use my skills and abilities which will help your company to grow more. I am a quick learner, and I will do what it takes to get the job done. I consider myself very responsible, creative, have my own initiative, and a very punctual person. I accept all challenges and goals that your company have. I have great communication skills, love to work as a team, I have problem solving skills, and will do what it takes to achieve the goals set by your company.

Personal Information

NAME	Elbrich Mariel Dogue Archbold
I.D. No.	1.123.626.063 of San Andres Island
DATE OF BIRTH	December 11, 1989
PLACE OF BIRTH	Providence Island
MARITAL STATUS	Single
CITY	San Andres Island
ADDRESS	Cundinamarca Avenue – Diagonal to Cocacola
TELEPHONE	(+57) 317-344-8765 3222715028
E-MAIL	edyel.17@hotmail.com

Studies

High School: **Bolivariano Technical Institute High School**
Graduated (2007)
San Andres Island

Other Studies: **Payroll Liquidation, Social Security, and Parafiscal**
Certificate Course
Cajasai & Bolivar Cencabo Center (2018)

Secretarial Accounting Assistant
Technical Degree
SENA (2010)

E- Learning Methologies and Pedagogies Using English
Certificate Course
SENA (2010)

Strategies for Training Process Orientation in Virtual Environment
Certificate Course
SENA (2009)

Human Relations and Teamwork
Certificate Course
SENA (2008)

Systematized Accounting
Certificate Course
SENA (2007)

Work Experience

COMPANY: **Howard & CIA Company**
POSITION: Secretary & Accounting Assistant
IMMEDIATE BOSS: Elsy Castillo
PHONE NUMBER: (+57) 8 512 3124
TIME WORKED: 6 Meses
CITY: San Andres Island

COMPANY: Decameron San Luis Hotel
POSITION: Hostess
IMMEDIATE BOSS: Domingo Rodriguez
PHONE NUMBER: (+57) 8 513 0303
TIME WORKED: 5 months
CITY: San Andres Island

COMPANY: Decameron Aquarium Hotel
POSITION: Receptionist
IMMEDIATE BOSS: Mary Arenas
PHONE NUMBER: (+57) 8 513 0707
TIME WORKED: 5 months
CITY: San Andres Island

COMPANY: Casa Blanca Hotel
POSITION: Receptionist
IMMEDIATE BOSS: Yolanda Escobar
PHONE NUMBER: (+57) 8 512 4115
TIME WORKED: 7 months
CITY: San Andres Island

COMPANY: DANE
POSITION: Survey Taker
IMMEDIATE BOSS: Yesenia Thyme
PHONE NUMBER: (+57) 8 512 1989
TIME WORKED: 5 years
CITY: San Andres Island

References

NAME: Elsy Castillo
POSITION: General Secretary
COMPANY: Howard & CIA
TELEPHONE: (+57) 8 512 3124
CITY: San Andres Island

NAME: Yuris Parra
POSITION: Tourist Sales Advisor
COMPANY: Toninos Marina
TELEPHONE: (+57) 318-532-6810
CITY: San Andres Island

NAME: Elliott Dogue Archbold
POSITION: Consultant
COMPANY: Davivienda Bank
TELEPHONE: (+57) 315-435-3388
CITY: San Andres Island

ELBRICH M. DOGUE ARCHBOLD
I.D. No. 1.123.626.063 of San Andres Island
