




Seimi Andrades Orrego

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 San Pedro Nolasco, concepción

PROFESSIONAL PROFILE AND COMPETENCES.

I am a proactive person with a great ability to collaborate effectively in a team. I have strong organisational skills and a sense of responsibility. I am enthusiastic about learning new things, which allows me to adapt smoothly to various roles and share my experience while acquiring new knowledge. My work experience, along with my current practice in preparing to become an English teacher, has equipped me to connect with people of all ages and diverse social contexts.

EDUCATION

Primary Education | 2002 – 2010.

Escuela Básica Orlando Vera Villarroel, Monte Águila.
Comuna Cabrero.

Secondary Education| 2011 – 2014.

Liceo Bicentenario Óscar Bonilla Bradanovic, Monte Águila.
Comuna Cabrero.

-Technician in Business Administration.

-Basic knowledge of accounting and human resources.

Professional Education | From 2019 to Date.

Universidad Catolica de la Santísima Concepción, Concepción
Career: English Pedagogy.

WORK EXPERIENCE.

Empresa Tur Bus, Cabrero. | Cashier and Customer service.

2014 – 2015.

- Sale of tickets, changes, and refunds.
- Delivery and reception of parcels.

La Esquina Restaurant Santiago | Waitress and Cashier.

Abril, 2015 – Mayo, 2015.

- Customer service, taking orders, keeping tables organized and clean, and delivering orders
- Receive, safeguard, and perform cash register closing.

Ripley, Mall del Trébol, Concepción | Christmas Support.

Diciembre, 2018 – Marzo, 2019

- Organization, customer service, and product restocking

Telefónica Empresas Chile S.A. | Electoral data entry clerk.

Octubre, 2020 – To date, as it is only for the election process

- Scan and enter the system attendance data and bank account information of polling station officials, staff members, and facilitators.
- Scan and enter the system election results corresponding to the voting day, as well as manage the delivery and receipt of documents containing relevant information about the process, which involves significant responsibility (work only during election periods).

ADDITIONAL INFORMATION.

Idiomas:

- Intermediate English Level.

Proficiency with technological tools:

- Microsoft Office
- Google
- Social Media
- Websites
- Basic video and photo editing applications