

Vanessa Gabriela Ramírez De León



Date of Birth: Guatemala, October 6, 1978
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WORK EXPERIENCE:

October 2021 - till date	International Business Academy <i>English Teacher</i>
June 2015 – til date	RENT IN BRUSSELS-RENT A HOME <i>Regional Manager of Customer Service and Reservations</i>
May 2015 – January 2021	INSTITUTO GUATEMALTECO AMERICANO IGA <i>English Teacher for the children program</i>
1995 – 2019	ASOCIACIÓN CANÓFILA DE GUATEMALA <i>Assistant for international and national judges</i>
August 2013 – April 2017	METROPOLE REAL ESTATE (Belgium) <i>Property research -streaming</i>
April 2005 – February 2016	COMPAÑÍA PETROLERA DEL SUR, S.A. <i>Administrative Assistant /Management Assistant</i>
January 2003- April 2005	PETRO ENERGY, S.A. <i>Administrative Assistant/Management Assistant</i>
July 2000- December 2002	COMPAÑÍA GENERAL DE COMBUSTIBLES <i>Receptionist/ payment administrator/ Management Assistant</i>
February 1999- June 2000	BANCO CONTINENTAL <i>Cashier</i>

STUDIES:

English Teacher 2019	INSTITUTO GUATEMALTECO AMERICANO IGA <i>Teachers Training Course (TTC)</i>
Sworn Translator 2011/2012	Loyola de Guatemala University <i>Certified in Orlando, Florida</i> <i>Pending Guatemalan certification</i>
Business Administration 2006-2011	Mariano Gálvez de Guatemala University <i>Program of studies completed</i>
Highschool 1981-1996	Colegio Capouilliez

SEMINARS:

IGCPA - 2012	Seminar - FISCAL REFORM
Instituto Guatemalteco Americano IGA 1984-1995	TOEFL

OTHERS:

- Intellectual, interpersonal, linguistic, organizational, inventive, distributed, responsible, creative, proactive. Advanced knowledge in accounting, personnel management, inventory management, payments and purchases in general, budgets, taxes and logistics, event/travel planner.
- Advance knowledge in Windows and Office packages, accounting programs.
- Languages: Spanish, advance English, basic French
- Knowledge in SAP software (accounting and hotel services)

WORK REFERENCES:

Marco Vinicio del Valle
Compañía General de Combustibles /Petro Energy, S,A,
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