

CURRICULUM VITAE

NAME: TERESITA GOVEA



SCHOOLING

UNIVERSITY:

UNIVERSITY OF GUADALAJARA, "CUCEA"
BACHELOR IN INTERNACIONAL BUSINESS
1998A-2002A.
ZAPOPAN, JALISCO. MEXICO.

HIGH SCHOOL:

UNIVERSITY OF GUADALAJARA
GUADALAJARA, JALISCO, MEXICO.

COURSES AND TRAININGS

OPERATING SYSTEMS:

WINDOWS, OFFICE
SAP
FOUR SITE
SAE
INTERNET
MICROSOFT OFFICE COURSES AND EXCEL ADVANCED

FOREIGN LANGUAGE:

ENGLISH 95 %
SCHOOL: CL ENGLISH LANGUAGE SCHOOL "LONDON,
ENGLAND"
SCHOOL: PROULEX TECNOLÓGICO, MEXICO
GENERAL AND POST ADVANZED
SCHOOL: QUICK LEARNING, MEXICO.
GENERAL AND POST ADVANZED

MANDARIN : 1ST LEVEL.
SCHOOL: CELE "AUTONOMA OF GUADALAJARA".

PREVIOUS EMPLOYMENT

LA PLAZA BAKERY

King City, CA

POSITION: **Manager.**

EXPERIENCE: Customer service, administrative support, following of orders of catering and cakes,
FROM July 2018 to November 2019.

PREVIOUS EMPLOYMENT

SUPERTAX AND SERVICES.

LAS VEGAS, NV

POSITION: Customer service, Secretarial duties and car insurance sales, provide clerical and administrative support to office manager, respond to telephone calls, e-mails, and correspondence, etc.

From June 2017 to June 2018.