**Mariangeli J. Miranda Martínez**

December 21, 1988

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**CARRER OBJECTIVE**

To continue to deliver exceptional service to clients; ensuring a complete customer satisfaction while pursuing a win-win relationship between the client and the organisation. To use and further the organisational and negotiation skills already acquired to attain targets, achieve the organisation’s goals and ensure deadlines are met.

**STUDIES**

* Diploma In English For International Communication, 2008

Caribbean Learning Institute, Trinidad & Tobago, West Indies

* Diploma In English As A Foreign Language (TOEFL), 2007

ST. Kevin´s College LTD, Trinidad & Tobago, West Indies

* Completed the first year of degree in law, 2006-2007

Santa Inés University, Barinas- Venezuela

* Diploma in Science, 2002- 2006

“Don Cesar Acosta” High School, Barinas-Venezuela

**WORK EXPERIENCE**

* TIGER TANKS TRINIDAD UNLIMITED

Bilingual Receptionist

Labrea-Trinidad & Tobago, West Indies

February-August 2009

* GENESIS PHARMACY

Customer Services

Barinas-Venezuela

July-September 2006

**KNOWLEDGE AND SKILLS**

* Overseeing and performing routine work of areas as required, ensuring adherence to departmental and company procedures.
* Good Communication skills
* Good Time Management skills
* Self-starter willing to take initiative
* Leadership skills
* Good presentation skills
* Excellent communication interpersonal and negotiation skills

**ADDITIONAL SKILLS**

**Languages:**

* Spanish – Fluent (Native Language)
* English – Excellent
* Portuguese – Basic
* Currently Studying Korean

**Computer:**

* Windows XP, Windows Vista
* Microsoft Office, Internet

**REFERENCES**

* Available on Request