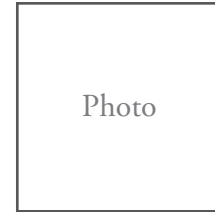




Text

-RESUME FORMAT -



Last name

Name

Date of birth (day/month, year) ____/____, ____

Address:

Nationality:

Driven license: Yes/no

Telephone:

e-mail:

Marital status: single () married ()

Health: good () illness () _____

-WORK EXPERIENCE- (YEAR, LOCATION)

-NON-ACADEMIC ACHEIVEMENTS-

-LANGUAGE-

Spanish %
English %
French %
Other %

- COMPUTER SKILLS-

Word %
Excel %
Power point %
Other _____

-PERSONAL SKILLS-

- () Research and analyze financial information
- () Confident outlook
- () Adaptable to new situations
- () Attention to detail
- () High energy levels
- () Good listener
- () Punctual and well presented
- () Able to work under pressure
- () Problem solving
- () Open minded and non-judgmental
- () Proven sales and negotiation skills
- () Success and results driven