Patricia Velasquez



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# PROFESSIONAL SUMMARY

I am a proactive, dynamic and responsible person, versatile in the workplace and able to adapt quickly to any environment and tasks.

Respectful, tidy, friendly, correct and efficient person. With great capacity for cooperation, highly motivated to keep up with new developments, a worker with an outstanding sense of ethic and high capacity to achieve excellence in their work. Focused on new challenges and accept them with great responsibility, dedication, maturity and commitment.

I studied English at the Irish Business School but I am not studying currently.

# EDUCATION & QUALIFICATIONS

2013 IBS - Irish Business School EDI General English (Actually Elementary level)

2010 - 2013 IUTAR - Venezuela Marketing student (ninth semester)

2012 - 2013 American Academy - Venezuela Medical Visitor.

# WORK EXPERIENCE

## Feb 11 – Apr 13 Job Title: Babysitter.

I was working for a long time in the afternoon and some weekends with my neighbour’s baby who was born in that year and his brother who was 5 years old.

## May 2013 – Aug 13 Job Title: Marketing

Company: Promotora Las Alondras

Job Description: I had to check the sales of the company.

# KEY SKILLS

* **Computer Skills:** Internet, Excellent MS Office (Word, Excel and PowerPoint).
* **Languages:** Spanish and English.
* **Other Skill:** Cook, planningand order skills, learning fast.

# OTHER INFORMATION.

* Flexibility to work in the morning or in the afternoon. I don’t have any problem If I would have to work the weekends.

# Cover letter

Dear Family

I have finished my degree in pharmaceutical marketing and I was a student of English in Dublin, but I am taking a break now and I would like to continue my advancement in English and I feel the best way is to live with the language around me. I am a person who likes to keep a close interpersonal relationship and that can be trusted since my family ties have always been very close, and the people closest to me.

I adore children and I am hopeful to find a family so that we can help each other. I have experience with children and I know first aid. I am a cheerful, kind, and honest person with a special sensitivity to children. I also have a driver’s license.

During my teens I had to help my mother in the education of my ten years old sister because we are a family of three and my mother was working many days during intense times due to her working in the field of medicine. I contributed to my neighbor for about two years until I came to Dublin to study. I cared for her newborn daughter and her 5 years old daughter as she was in a similar situation to my mothers.

I am a college graduate with Basic English but it is improving every day. I am active and enjoy to run, read and listen to music. I love to laugh and be a good role model to the children. I look forward to a new adventure into a new experience of this kind, to share that special moment which is for the family to see their children grow up and be involved to contribute in some way to their development and training.

Besides it would be a special opportunity for me somehow know the culture of this beautiful country and share with them experiences and experiences from day to day. I would prefer to work in Dublin as my cousin is an au pair in Dublin an family is important to me.

I will look forward to meeting you.