

# BRENDA MAGALY ALVARADO MÉNDEZ

## PERSONAL INFORMATION

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Address: San Ramón, Mejicanos.  
San Salvador, El Salvador  
Telephone: (503) 7017-3817 / 2284-4892  
E-mail: magaly.mendez11@gmail.com  
Place and date of birth: San Salvador, El Salvador January 11, 1995

## EDUCATION

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### Full Time Service Ministry School

July 2015

### “Oportunidades” Program, Fundación Gloria de Kriete

Intensive training in English, Computer, Mathematics, and Values  
2010 – 2012

### Le Bouquet, Academia de Alta Cocina

March 2013 – March 2014

Professional Chef

-Professional practices: “Delibanquetes, Arte Culinario”  
(Catering and Banqueting) August 2013- December 2014

### Centro Escolar General Francisco Morazán

2011 – 2012

General Diploma

and Basic Intermediate Level English Language course

## LANGUAGE AND SKILLS

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Spanish: Native language  
English: Advanced level  
Microsoft Office: Word (Advanced) | PowerPoint (Advanced) | Excel (Advanced)

## CERTIFICATIONS AND EXTRACURRICULAR ACTIVITIES

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| -Test of English for International Communication TOEIC | “Oportunidades” Program                            |
| -Microsoft Office Specialist, MOS EXCEL                | “Oportunidades” Program                            |
| -Microsoft Office Specialist, MOS WORD                 | “Oportunidades” Program                            |
| -Youth Leadership Training                             | Dale Carnegie Training<br>April-May 2013           |
| -Teletón Volunteer                                     | FUNTER, El Salvador<br>August 2011-March 2012      |
| -Tin Marin Tour Guide                                  | Museo de los Niños Tin Marin<br>April-October 2012 |
| -Proactive Youngs RCC Program                          | Procuraduría General de la República<br>2008-2010  |

## REFERENCES

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|                      |                   |                    |           |
|----------------------|-------------------|--------------------|-----------|
| Ana Ivette de Burgos | Translator        | PLS Traductores    | 2274-3019 |
| Jhonatan Sánchez     | Technical Advisor | Rilaz S.A. de C.V. | 7700-7429 |