

KATE HERNÁNDEZ VILCHES

Kate Hernández

Antonio Varas 175, Providencia
19.741.171-6
July 10th, 1997
Chile

khernandezv1@uft.edu
+569 - 95246620

Education

Aula bancaria

Banker Cashier course
2021

Universidad Finis Terrae

Bachelor of Literature
2019 - 2022

CFT Manpower

Bilingual secretary
assistant 2016 - 2017

Volunteer and Leadership

Temporary home for
animals, volunteer in
animal center services.
Leading the exchange
group in the university,
touring the city, teaching
Spanish and typical things
to move on the city.

PERFIL

Kate. I'm a writer but also I have studies from Bilingual secretary, Bank cashier, Vegan food courses, Animals food knowledge, and the university title of Licenciatura in Literature and script writer. Besides, I know a little of French, Mandarin Chinese, Russian and Turkish. Also English and Spanish. I'm a hungry for knowledge person.

Strengths: Very Responsible, adaptable, objective, proactive.

Weakness: Very direct, but kind. Sometimes sarcastic, very punctual, demanding.

PANAMERICAN AND PARAPANAMERICAN GAMES 2023 - JULY TO NOVEMBER

Coordinator of sport entries. In charge of their data, needs, requirements, transportation of supplies, accommodation of positions, location, among others. Also in the sport information center as customer services, resolution of problems, coordinator of committee

ICCE INSTITUTE—April 2023, July 2023

Academic Secretary. In charge of students, schedule, reincorporation, management of students and teachers. Documents, excel sheets, dynamics, filters. Certificates and all the things the apartment need.

FONASA — November 2022, March, 2023

Customer service and orientation. Sales and control, reception from claims and others.

Mery Compañía Limitada —November 2021, August 2022

Manager. In charge of personal, inventory, sells, documentation and service.

University Finis Terrae — June, 2019-August, 2021

Freelance. Reception of documents, telephone attention (Call center), assistant from admission process.

Domino's Pizza — Dec, 2018 - Jan, 2019

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In charge of the local, preparing food, making inventory, training new teams, cash manager.

OHL Ingesan — Sept, 2017 - Jun, 2018

Management secretary, in charge of the schedule, travels and hotels reservation, type documents and receptionist.

Cineplanet — 2016 - 2017

Cash manager, seller, client service, training new teams.