

Isabel Barboza

Personal data

- # Name: María Isabel Barboza Arias
- # Telephone: (+56-2) 639 6945
- # Nationality: Chilean

Studies

- # 2001. English Conversation Workshop, advanced level at Instituto Chileno Norteamericano de Cultura, Santiago, Chile. Duration: 1 quarter.
- # 1998 - 2000. Updating of knowledge of English. Conversation at advanced level. Instituto Chileno Norteamericano de Cultura, Santiago, Chile.
- # 1992 - 1993. Course of English Language at Instituto Chileno Norteamericano de Cultura. Duration: 8 quarters.
- # 1990. Course on computing skills, basic level, Microsoft Word and Excel.
- # 1980. Executive Secretary. Graduate from Esucomex.

Experience

- 2001-2003. PCM CONSULTORES S.A.
Executive Secretary
Tasks: Receptionist, clerical work, switchboard operator, book-keeping.
- 1993-1997. OSVALDO VIAL P. & ASOCIADOS Lawyers
Executive Secretary
Tasks: clerical work and secretary, typing of deeds, arranging meetings, banking papers.
- 1990-1992. EMPRESA DE SERVICIOS TEMPORALES OFFICE SUPPORT
Part -time secretary, works for financial institutions and important companies.
- 1982-1990 JOANNON HERMANOS LTDA.
Secretary for the management.
Tasks: Assistant to the general manager in all his duties (trips, meetings, letter writing).
- 1981 UNIVERSIDAD DE CHILE
Department of royalties, does internship in area of legal advice.