



EXPERIENCIA LABORAL

- Nombre completo de la empresa.
- Nombre del puesto de trabajo.
- Fecha de inicio y terminó la relación laboral.

Usar verbos de acción+ Lo que se hizo+ Logros (tangibles)

Ej: "Diseñé e impartí el curso de inducción para 200 operativos, reduciendo la rotación temprana en un 15% durante el primer trimestre."

EDUCACIÓN



- Institución educativa
- Carrera (titulo o grado)
- Fecha de egreso
- Situación academica (estudiante, egresado, titulado).



Competencias y habilidades

Hard Skills: Herramientas tecnológicas específicas (ej. manejo avanzado de bases de datos, software especializado, metodologías operativas).

Soft Skills: Habilidades de gestión (liderazgo, negociación, resolución ágil de problemas).



¿NECESITAS ASESORÍA?

Contactanos

55 8365 3772
IG: laboral_oficial
www.laboralmx.com



LaboralMX
Consultoría Laboral

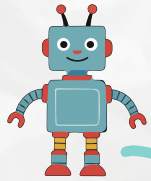
¿Cómo crear un CV estratégico?

Guia practica para el mercado laboral.



¿QUÉ ES UN CV?

Resumen de tus experiencias formativas, laborales y tus habilidades profesionales.



PARA PASAR FILTROS ATS

- Diseño limpio.
- Sin columnas y graficos.
- Tipografía estandar.
- Palabras clave.
- Formato PDF.

ESTRUCTURA RECOMENDADA

Datos de identificación

Encabezado

Resumen profesional

Experiencia laboral

Educación

Competencias y habilidades

OLIVIA SANCHEZ Administrative Manager	
hello@realitygreatsite.com 123-456-7890 123 Anywhere St., Any City	
SUMMARY	
Detail-oriented administrative professional with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.	
WORK EXPERIENCE	
Administrative Assistant, Arowwai Industries	Oct 2023 - Present
- Managed executive calendars, schedule meetings, and coordinate travel arrangements. - Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency. - Assisted in organizing company events, ensuring seamless execution.	
Office Coordinator, Borcelle	Jan 2022 - Sept 2023
- Provided administrative support to a team of 20+ employees, including calendar management, expense reporting, and meeting coordination. - Acted as a liaison between departments, fostering effective communication and collaboration. - Assisted in onboarding new employees, facilitating orientation sessions and ensuring compliance with company policies.	
Internship, Safford & Co Corporation	Apr 2021 - Dec 2021
- Supported senior executives with administrative tasks, including scheduling, meetings, managing correspondence, and preparing reports. - Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.	
EDUCATION	
Bachelor of Business Administration University of Business Excellence	Jan 2019 - Feb 2021
- Major in International Business. - Final CGPA: 3.90	
Foundation in Business Administration Borcelle University	Jan 2018 - Dec 2018
Final CGPA: 3.80	
KEY SKILLS	
- Client Acquisition - B2B Sales - Negotiation - Negotiation Skills - Problem-Solving - Time Management - Relationship Management - Market Analysis	

Encabezado y datos de identificación

- Nombre y apellido.
- Profesion que deseas desarrollar/ nombre de la carrera.
- Lugar de residencia (entidad/ municipio o delegación).
- Medios de contacto.
- Enlace a redes profesionales

Resumen profesional

3 a 5 líneas como máximo. Debe responder a tres preguntas:

¿Quién eres profesionalmente? (Identidad y Experiencia).

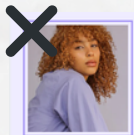
Ej: Administrador de Empresas bilingüe con 2 años de experiencia en gestión de inventarios y logística para retail.

¿En qué eres experto?.

Ej: Experto en el manejo de bases de datos, auditoría de procesos y software ERP (SAP).

¿Qué problema resuelves? (El Valor Agregado).

Enfocado en optimizar la cadena de suministro para reducir mermas, garantizar tiempos de entrega y mejorar la rentabilidad operativa.



CONTACTO

011 1234 5678
hello@realitygreatsite.com
www.realitygreatsite.com

HABILIDADES

- Liderazgo
- Comunicación asertiva
- Gestión de proyectos
- Resolución de problemas
- Elaboración de reportes
- Trabajo en equipo

EDUCACIÓN

- Carrera en Mercadotecnia
- Universidad Alta Piza 2019-2024
- Diplomado en Publicidad
- Universidad Alta Piza 2024-2026

Mariana Napolitani

ACERCA DE MI

Love your work and your career! I am a detail-oriented professional with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

EXPERIENCIA LABORAL

Agencia de Marketing Digital

Creación de contenido
2020-2022

Es un placer trabajar con ustedes en la creación de contenido para su empresa.

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