





ALEJANDRO OSES

PERSONAL INFORMATION

Electronic Email 
alejandroosesmorales@gmail.com

Cellphone Number 
(+507) 6751-6927

Identification
8-973-2010

EDUCATION

**Bilingual Institute Santa
Maria la Antigua**
Bachiller en Ciencias con Enfoque en
Informaticas

**Technological University of
Panama**
Bachelor of Science in Computer
Systems Engineering (in progress)

Florida State University
TOEFL ITP, B2

PROFESSIONAL EXPERIENCE

Administration Assistant
Medicus Healthcare - 07/2021 - 09/2022

- Management and organization of administrative files.
- Coordination of schedules and meeting scheduling.
- Telephone support and customer service.
- Supervision of organizational tasks and material preparation.
- General support in administrative activities.

Private English Tutor
2022 - 2023

- Designed and customized lessons for students, from children to teenagers.
- Taught classes focused on grammar, vocabulary, reading, and oral comprehension.
- Provided support with schoolwork, test preparation, and the development of communication skills.
- Conducted regular assessments and maintained communication directly with students.

Sales Assistant
Pandita Kuma Store 3/2024- 10/2024

- Advised customers on selecting clothing and accessories.
- Served the public in a friendly and efficient manner, answering questions and managing transactions at the register.
- Maintained the sales area tidy and clean, ensuring a pleasant shopping experience for customers.



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COMPETENCIES

| | |
|-----------------------|-----------|
| Microsoft Word | ★ ★ ★ ★ ★ |
| Microsoft Excel | ★ ★ ★ ★ ★ |
| Microsoft Power Point | ★ ★ ★ ★ ★ |
| Google Docs | ★ ★ ★ ★ ★ |
| Google Sheets | ★ ★ ★ ★ ★ |
| Google Slides | ★ ★ ★ |
| Opera Browser | ★ ★ ★ ★ ★ |
| Firefox Browser | ★ ★ ★ |
| Windows OS | ★ ★ ★ ★ ★ |

REFERENCES

- Doctor Guido Guardarrama -
Gerente Medicus Healthcare
Panama SA
+507 6616-2387
- Olmedo Cornejo - Human
Resources business partner
Smithsonian
+507 6497-7940
- Jean Pierre Benoid -
Panditakumastore Director
-507 6067-8825

ABILITIES

- Excellent command of the English and Spanish languages
- Valid green and white health card
- Responsible
- Analytical
- Proactive
- Dynamic
- Interest in Teamwork
- Cooperative
- Disciplined
- Helpful

LANGUAGES

- ESPAÑOL - NATIVO
- INGLES - B2