**UNIVERSIDAD GUADALAJARA LAMAR**

**NOMBRE:**

NAYAMIN ESPINOZA ACEVES

**GRUPO:**

5°

**CARRERA:**

LIC. ADMINISTRACIÓN

**MATRICULA:**

LAD2695

**NOMBRE DE LA MATAERIA:**

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*09 DE MARZO DEL 2016*

My name is Nayamin Espinoza, I’m Study a Administration and I work at messaging bank Banorte.

I am interesting in having a increase professional and I would like to work an internationals company.

I have Experience in document capture, register documents, telephone answering, register personal, revisicion mailbag, sales, inventories, archive documents and assistant administrative.

My goals as a student of administration is settling down in a company that allows me to apply my knowledge in administrative and operational areas , develop myself professionally for the good performance of assigned duties; job stability and a work environment that facilitates growth and promotes teamwork.

My skills and values are Domain office system, high nevel (Oral and Written), Easy to engage in interpersonal relationships.

Responsibility, ethics, result orientation, ability to adapt

To change, organization,punctuality,respect.

I hope to work in your company, I think that would be a good element and may attribute good ideas for the company increase. Thanks!!!!!