



Redacción de un Currículum Vitae (CV)

Dulce Jeanette Zavala Moreno

Temas:

- Currículum Vitae (CV) en inglés, aplicando el vocabulario aprendido sobre trabajos y profesiones, así como las expresiones de tiempo futuras para describir sus planes de carrera.
- Uso correcto del Future Continuous y Future Time Expressions

Parcial I: Ingles II

María Fernanda Montserrath Campos Román

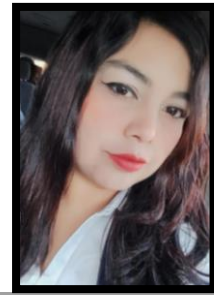
Administración y Estrategias de Negocios

2° Cuatrimestre

Dulce Jeanette Zavala Moreno

Email: dulcejeanettez@gmail.com

Phone: (967) 193-2207



Professional Profile

I am a licensed attorney with a passion for providing legal solutions and advocating for justice. In five years, I will be working as a senior legal advisor in a prestigious law firm, helping clients navigate complex legal issues. My goal is to expand my expertise in corporate law and litigation, while continuously developing my skills to offer the best legal services possible.

Education

Bachelor of Laws

Manuel José de Rojas University | Graduated in 2016

Relevant courses: Constitutional Law, Civil Procedure, Corporate Law, and International Business Law.

I am currently in my second semester of a Bachelor's Degree in Business Administration and Strategy at the Universidad del Sureste

Work Experience

Legal Intern

ATP Chiapas | June 2016 – August 2018

- Assisted in drafting contracts and legal documents for corporate clients.
- Conducted legal research on various topics including labor law and intellectual property.
- Supported senior attorneys in preparing for court hearings and trials.

Intern

Legal Aid Clinic | September 2018 – May 2019

- Provided legal assistance to low-income individuals in family law cases.
- Helped with case preparation and filing of legal documents.
- Participated in client interviews and offered initial legal advice under supervision.
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Currently:

Academic Assistant Director Universidad del Sureste | June 2019 to present

- Provided client support
 - Personnel management and supervision
 - Advertising
 - School admissions and supervision of students and faculty
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Skills and Competencies

- I am good at legal research and writing, ensuring that all documents are precise and well-founded.
 - I have experience in contract negotiation and drafting legal agreements.
 - I am skilled in analyzing complex legal problems and providing actionable solutions.
 - I am proficient in Microsoft Office and legal research databases like LexisNexis and Westlaw.
 - I am good at communicating legal concepts clearly and effectively to clients.
 - Experience in sales and customer service.
 - Management and supervision of teaching staff.
 - Experience in educational administration.
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Languages and Additional Information

Languages:

- Spanish (Native)
- English (Fluent)

Hobbies:

- Reading legal journals and staying updated on current legal trends.
- Traveling and exploring different cultures.
- Volunteering in local legal awareness programs.