



**Fátima
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Employs

Charged of Affairs

July 2007-September 2009, Embassy of Republican Bolivarian of Venezuela, Bern, Suisse.

- Chef responsible of the decentralized Unit of the Minister of Affairs (Embassy).
- April 2007- September 2009. Counselor in Commission for issues in bilateral Politics and economics affairs.
- Representing of the Embassy of Republican Bolivarian of Venezuela in all the meeting called by GRULAC in Berne.

Counselor

- May 2005- September 2006, Permanent Mission of Republican Bolivarian of Venezuela, Geneva, Suisse.
- Charged of Affairs while absentee of the Ambassador Representative of the Mission, (during 4 different short periods).
- Chairing a Working Party of the medium plan and budget program 2008-2009, http://www.unctad.org/sp/docs/tdbwpl120_sp.pdf.
- Counselor and Assessor Technique focused on all related to 53^o period of Trade and Development Board of the United Nations Conference UNCTAD XI, G-77, and GRULAC-Geneva.
- Elaboration of technical reports and technical position papers, in the Environment field (in World Trade Organization, and Meas), Trade and Development Board, Mid Term Review UNCTAD XI, Dispute Settlements and appellation Body in WTO area.

Assessor technique in multilateral negotiation FTAA

June 2003- February 2005 Minister of production and commerce (MPC), Caracas, Venezuela

- Assistant of Vice minister of Commerce Exterior in MPC. Assessor Technique
- Responsible of analyzing and processing the information required in order to generate all technical documents on Multilateral Trade field, also following negotiations.
- Assessing the international Economics Affairs Director of the Ministry of Production and Commerce.

Management and Administration

June 2003- Mayo 2005 Qualcomm Telesistemas, c.a., Caracas, Venezuela.

- Responsible of the management in the franchised in Telecommunications' area that was following all the administration skills to the Qualcomm Telesistemas Enterprise.
- Analyzing and processing the information required in order to generate the maximum utilities to Qualcomm Telesistemas Investors, also following negotiations with telecommunication's franchiser.
- Administration of the RRHH of Qualcomm Telesistemas.

Economic Analyst

May 1998-October 1999 Journal of capital market "Report diary of Economy".

- Analyzing and processing the information required in order to get all the news related to capital market areas, also following the international capital market negotiations, in order to report to the local market in Venezuela.

Studies

August 2009. N-Vision GMBH. Bern, Suisse.

- Web administration.

January 2009 Minister of Affairs of Republican Bolivarian of Venezuela, Caracas, Venezuela.

- Actualization for Ambassadors and charges of affairs in Mission's Diplomatic.

January - 2007, Ministry of Trading, Geneva, Suisse.

- Annalist of Financial Market

November 2005, UNITAR, United Nations Institute for Training and Research

1993-2002 UCV, Central University of Venezuela; Caracas, Venezuela.

- Economist and Social Sciences

Other experiences

- Ad-Honorem Member of CECAV, Arab-Venezuelan economic and cultural Chamber.
- Full skills and management in Microsoft software like office 2007 and XP.
- Writing skills gained by the experience as a journalist in the Economics News Diary Report. Economic Annalist and Journalist, "Diary Economic Report News", May-1998- October 1999.
- Ability fluently in languages Spanish, English, Arabic, (French and Italian very basic).
- After my degree as Economist, I did a small research project about analysis of the Venezuelan a Globalization strategy, 2002-2003.
- During my studying at the university, I received the Prize "Mentions for Participation Social Voluntary" in the cathedra of Petrol in the Economies School of the UCV.

References

Matteo Coveri C-Holding Group. 0041 417114233.

Muzafer Delihazani, 0041 796363952.

Maged Khalil Qualcomm Telesistemas, 0058 4126220142.

Angel Tortora Embassador of Venezuela in Chipre 0035 799796988.

Johanna Falcon, 0041 313505755 and Elizabeth Weber 0041 313505752, Secretaries Embassy of Republican Bolivarian of Venezuela in Bern.

Fátima Majzoub El, Majzoub
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Bern, 29 September 2009

Dear Sirs,

I am writing to you because I am interested in working for your organization.

I am currently living in Switzerland. I come from Venezuela (South America), where I got my degree as economist at the Central University of Venezuela. My specialization is in Economy matters like microeconomic and macroeconomic and financing investments.

My practical experience has been mostly working in the administration and managing project's area. Currently, I was working for the Embassy of the Republic Bolivarian of Venezuela accredited in Bern where I could develop skills negotiations in the bilateral field, exactly in politics and economics, consulate, and cultural areas; before this experience, I was been a part of the Permanent Mission of my country in Geneva at the United Nations in multilateral negotiations field. There I learned about the international organizations environment and their rules, practices and procedures and their relation with the diplomatic Missions. In my past experience, I joined the professional development team in an international Affairs Ministry of my country where my main duty was to assist the director of the team by following and designing politics to apply in pro of the social and economy interest of my country. I also participated in the multilateral agreement negotiation at international organization that as World Trade Organization.

I do have excellent knowledge computer applications as Word, Excel, PowerPoint, Internet and others.

Throughout my personal life and career, I have given enormous value to languages. I speak Spanish, English, and Arabic; beside I am currently studying French language, and got good colloquial practices in Italian languages in my social times. Due to my working interests, my language knowledge and my previous practical experience, I believe my skills would be most valuable and useful in an organization such as yours.

Thank you for your attention and hoping to hear from you in a near future.

Sincerly,

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