

XIOMARA CALDERON
Urbanización Las Américas, No. E-71, Panamá, Republic of Panamá
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Personal Information

Name: Xiomara Calderon
Date of Birth: April 15th, 1965

Work Experience:

GALINDO, ARIAS Y LOPEZ
Attorneys-at-Law
October 2014 – September 2020

Secretary
Secretary to Associate Attorney
Drafting of legal documents and their registration at the Public Registry of Panama
Keeping of the Attorney's agenda.

MORGAN & MORGAN
Attorneys-At-Law
1996 -2013

Administrative Assistant / Legal Secretary
Maritime Services Unit
Duties: Personal Assistant to the Partner in charge of the Department. Assistant to local and foreign clients in the sale, purchase and financing of ships.
Drafting of corporate documents.
Organization of events (meetings, seminars, etc.)
Assistant to the Translations Department

SOUTHERN STAR RESOURCES INC.
1993-1996

Administrative Assistant

Duties: Secretary/Assistant to the General Manager

GISCOME TRAVEL AGENCY

1992-1993

Bilingual Secretary

Duties: Secretary of the Manager and Receptionist Assistant to the Counter / Sales

Skills:

1. Fully Bilingual (writing and oral)
2. Good writing skills (Editing and Vocabulary)
3. Experience in Office Management
4. Good communication skills
5. Customer Service
6. Registration of documents at the Public Registry of Panama
7. Authorized Public Translator (English-Spanish-English) - Resolution No. 866 - 2013 of the Ministry of Education of Panama

Education:

1. Panama Commercial Institute

1977-1979

Bachelor in Commerce
Bilingual Secretary

2. University of Panama

1982-1984

Executive Secretary

3. Others:

Seminar "Efficiency in the Secretarial Field 1998"

Microsoft Office 98 – Internet 1998

7 Habits of the Highly Efficient People 2005

Customer Service 2007

Seminar "Who Moved My Cheese?" 2008

"Corporate Culture"- August 2009