



SOILA Y PAIZ

soilapaiz8800@gmail.com | 501-628-4847 | Concepcion Village, Corozal District

OBJECTIVES

I am a motivated individual with 11 years of experience in the clerical field, seeking to transition into a dynamic IT position in a reputable organization. Skilled in troubleshooting and system maintenance, I am enthusiastic about applying my IT skills and continuously improving while contributing to your team’s success.

WORK EXPERIENCE

Operations Clerk, 10 October 2013- Present.
Government of Belize- BDF, Ladyville Village, Belize District.

- Assist in planning and coordinating air operations, ensuring smooth execution of mission.
- Maintain records of operational activities, including flight hours, maintenance schedules, and training logs.
- Coordinate with other military and civilian organizations as required for joint operations.
- Manage personnel files, ensuring all relevant data is recorded, including qualifications, certifications, training courses, and disciplinary actions.

Retail Salesclerk, 10 December 2009 - 09 October 2013
Beltro Company Ltd, Corozal Free Zone, Corozal District

- Increased sales by offering advice on purchases and promoting additional products.
- Restocked merchandise and arranged shelves, racks, and bins to look neat.
- Assist customers with questions, picking products, and buying items.
- Maintained the sales floor clean and organized the merchandise.

EDUCATION

Associate’s degree in information technology **August 2020-June 2022**
Centro Escolar Mexico Junior College
San Roman Village, Corozal District
GPA: 3.56

Bachelor’s degree in information technology- **September 2024 - Present**
University of Belize
Belmopan City, Cayo District.
GPA: 3.00 1st Semester

KEY SKILLS

- Good work ethics
- Time management
- Teamwork
- Proficient in Microsoft Office
- Skilled in Basic First Aid.

LANGUAGES

- Spanish and English

REFERENCES

Mrs. Raquel Flores
Libertad Village, Corozal District
Cell # 614-7895

Mr. Rogelio Ramirez
Ladyville Village, Belize District
Cell # 615-8250

Mr. Jonatha Lara
Trial Farm Village , Orange Walk District
Cell # 627-2789