

# Jhoselyne M. Ramos Morales

Carr. 423 km. 3.3 bo. Plata Alta, Moca, P.R. 00676 • (939) 349-1404 • [josyramos018@hotmail.com](mailto:josyramos018@hotmail.com)

A proven track record of using my excellent personal, communication and organization skills to lead and improve. Team player with excellent communication skills, high quality of work, driven and highly self-motivated.

## Experience

AUGUST 2023 – JANUARY 2025

**Technical Assistant | Lufthansa Technik | Aguadilla, Puerto Rico**

Digitally scan, organize and shipped maintenance records, will conduct data entry of technical documentation into local databases for multiple clients, complete daily reports and attend weekly meetings.

MAY 2021 – AUGUST 2023

**Staffing Coordinator | GotWorX Staffing | Glendale Heights, Illinois**

Assisted in recruitment of prospective employees for multiple clients. Organized and conducted several walkthroughs for employees to educate and update them regarding available employment benefits and administrative tasks.

## Skills

Able to work fast and without supervision • Proficient with Microsoft Office: Word, Excel, Power Point and Outlook  
• Team player • Excellent time management skills • Attention to detail • Public speaking • Bilingual: Spanish and English (Highly Proficient).

## Education

2024-2025

**Aeronautical Mechanical Pre-Apprenticeship | A2GJ Career Center of Puerto Rico/UPR | Aguadilla, Puerto Rico**

Completed 996 contact hours.

2019

**High School Diploma | Escuela Vocacional Manuel Mendez Liciaga | San Sebastian, Puerto Rico**

Electronics Certification.