



Gobierno del Estado Libre y  
Soberano de Quintana Roo  
Cd. Chetumal, Q. Roo



OFICIO NUMERO: UTAIPE/DG/CAS/0454/II/2010

ASUNTO: Requerimiento de aclaración solicitud 0135-2010.

**“2010 Año del Bicentenario de la Independencia Nacional  
y del Centenario de la Revolución Mexicana”**

Chetumal, Quintana Roo; 17 de febrero de 2010.

C. MIKKI BEATON WICKIZER

P R E S E N T E.

Con relación a la solicitud de información identificada con el **folio cero ciento treinta y cinco guión dos mil diez**, que ingresó a través de nuestro sistema de solicitudes en línea, el día once del mes y año en curso, mediante la cual requiere al Colegio de Bachilleres del Estado de Quintana Roo: **Mikki A. Beaton Driven and passionate graduate interested in beginning a wonderful career making a difference in others lives. Skills Profile West Chester University student experienced with children, in customer service, and office settings. Strengths include: • Great ability to communicate and express ideas with co-workers, customers and children. • Possess the strength to work independently or as a team. • Desire to make a difference in others and all areas needed. • Experienced with both Mac and PC computers and have excellent knowledge of Microsoft Word, PowerPoint and Excel. Also have some experience with Blackboard, Photoshop and possess the ability to learn new software quick and efficiently. Education West Chester University, West Chester, PA BA in Spanish and Liberal Arts and minor in Latin American History, GPA of 2.9/4.0 December 2009 ITESO, Guadalajara, Mexico Spanish Communications, Writing Proficiency June 2008 – August 2008 Delaware County Community College, Downingtown, PA Completed 1 year before transfer, GPA 3.75/4.0 August 2006 – June 2007 Work History BEATON PROPERTY MANAGEMENT, Wilkes-Barre January 2006 – Current Office Assistant CRYBABYS RESTAURANT, Playa del Carmen, Mexico June 2009 – July 2009 Server LANDMARK AMERICANA, West Chester, PA December 2008 – May 2009 Server EAGLEVIEW YMCA DAYCARE, Exton, PA July 2006 – December 2008 Day Care attendant Achievements • The Robert Mejia Family Scholarship Award • Selected to President’s list with a GPA higher than 3.5, 3 semesters at Delaware County Community College Experiences Abroad Very driven to learn and indulge in various cultures throughout the world, which have given me the ability to strengthen my Spanish skills, learn aspects of different religions, practices, and politics of many towns and countries other than the United States. • Mission work in Moscow, St Petersburg, and Petrosodvosk, Russia 1999 • Traveled to Belgium, Germany, Switzerland, Spain and Portugal Summer 2007 • Studied Abroad in Guadalajara, Mexico June 2008-August 2008 • Traveled and worked in the Yucatan Peninsula, Mexico and Central America. Summer 2009 Languages • Proficient in Spanish (sic), me permito hacer de su conocimiento que, a efecto de estar en posibilidades de darle trámite, es menester que nos envíe la versión en español de la solicitud de referencia.**

Apercibiéndole de que en caso de no satisfacer dicho requerimiento, en el término de diez días hábiles contados a partir de la notificación del presente, su solicitud de información será rechazada, en apego a lo previsto por el artículo 74 del Reglamento de Transparencia y Acceso a la Información Pública para el Poder Ejecutivo del Estado de Quintana Roo.

Sin otro particular, le envío un cordial saludo.

**A T E N T A M E N T E. LIC. JOSÉ ALBERTO MUÑOZ ESCALANTE, DIRECTOR GENERAL DE LA UNIDAD DE TRANSPARENCIA Y ACCESO A LA INFORMACIÓN PÚBLICA DEL PODER EJECUTIVO. FIRMA**