



PERSONAL STATEMENT

I am a proactive, organized person and responsible, with good interpersonal relationships.

I always have the best disposition to carry out my work. I am looking for a challenging job.

CONTACT INFORMATION

Celular: (011) 1234 5678

Correo: hola@sitioincreible.com

Sitio: @sitioincreible

Dirección: Calle Cualquiera 123, Cualquier Lugar

EDUCACIÓN

Estudis politecnics Barcelona

Lic. Grado superior Administración i finances, 2024

Estudis politecnics

Curso puente acceso grado superior

PAU GENERÓ

ADMINISTRATION AND FINANCE

WORK EXPERIENCE

Administrative assistant

Step One, Ene 2024 Presente

- Comprehensive administrative assistance to Management.
- Monitoring. Review of suitability of documents and file control. Creation of monthly presentations.

Administrative assistant

Map Advisory, Ene 2020- Sep 2021

- Customer Reception. Switch Management.
- Assistance at ticket desk. Organization of entry and exit book. File maintenance.
- Preparation of weekly reports.

Administrative Intern

Gecco, Ene 2022 - Jul 2022

- Customer Reception. Switch Management.
- Assistance at ticket desk. Organization of entry and exit book. File maintenance.
- Preparation of weekly reports.

Public attention

Step one, Ene 2023 - Jul 2023

- Personal customer service
- Maintenance and monitoring of Stock and logistics
- Preparation of weekly reports.