

CONTACT

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Address: Barcelona



CAROL JIMÉNEZ

EXECUTIVE ASSISTANT

PROFESSIONAL EXPERIENCE

2021-Currently

LINKIA FP
Administrative
Barcelona

2018-2019

BARCELONA ACTIVA
Practice FP dual
Barcelona

2018-2021

ZARA
Shop assistant
Barcelona

LANGUAGES

Spanish	Mother tongue
Catalan	Mother tongue
English	Intermediate level
French	Basic level

REFERENCES

mmartinez@politecnics.barcelona
alicia.berlanga@linkiafp.es

ACADEMIC TRAINING

2019-2021

Higher Technical in Office Director Assistance
Centre d'estudis Politècnics
Barcelona

2017-2019

Medium Technical in administrative management
Institut Poblenou
Barcelona

PROFESSIONAL SKILLS

Office Pack
Gesco3
Contaplus
Canva
Wix

PERSONAL SKILLS

Creativity
Organization
Teamwork
Communication skills
Punctuality

OTHER INTERESTS

Driving license B Traveling, reading and dancing