



PAULA PADILLA

executive assistant



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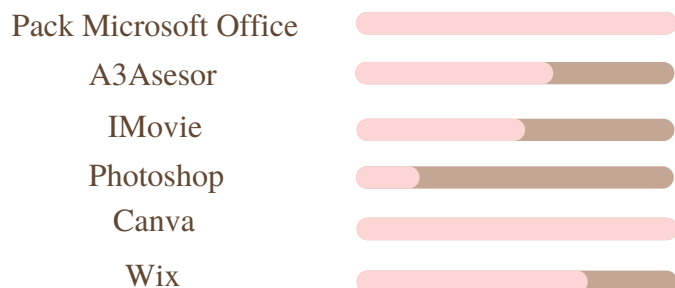
paulapadillaes@gmail.com

Barcelona

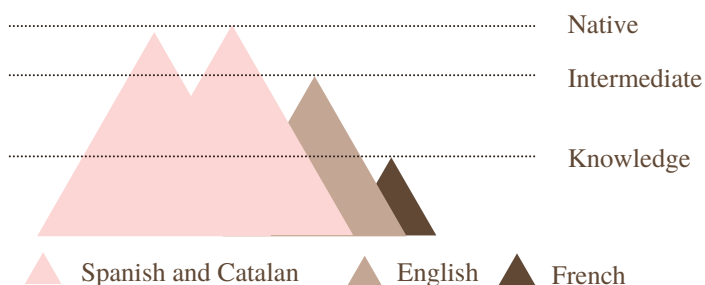
PERSONAL PROFILE

I'm Paula, an enthusiastic 20 year old young woman in continuous personal and professional growth. My innovative, creative, perfectionist and self-demanding character, gives me the motivation to improve myself day after day.

SKILLS



LANGUAGES



EDUCATION

2019 - 2021

Certificate of Higher Education in Office Director Assistance
Centre d'Estudis Politècnics

2017 - 2019

Vocal Education and Training in Care for People in a
Situation of Dependency
Sagrà Cor Sarrià

WORK EXPERIENCE

March 2021 - Present

Barcelona

Linkia FP

Administrative Assistant

- Complaints and claims management
- Preparation of dossiers, presentations and any type of document in any medium
- Management of files, manuals and computer files

November 2020 - March 2021

Barcelona

Linkia FP

Training as a Executive Assistant

March 2019 - August 2019

Barcelona

Forn Beltrán

Técnica en Servicios de Restauración

- Assist customers
- Make collections and close the cash register
- Elaborate and organize products

INTERESTS

- Travel
- Painting and drawing
- Volunteering
- Play paddle
- Cooking
- Play board games

REFERENCES

Alicia Hidalgo
Director of Linkia FP
Mail: alicia.hidalgo@linkiafp.es

EXTRA INFORMATION

FP Emprèn Organisation Awards

1st Economic and Social Area of CFGM (Barcelona)
1st Best Cooperative Project of CFGM (Catalonia)
2nd Best Entrepreneurial Idea of CFGM (Catalonia)

Erasmus 2020