



PAULA PADILLA

executive assistant

CONTACT INFORMATION

Mobile phone: 607 46 30 96
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Barcelona, Spain

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

- Good communication skills
- Accounting
- Excellent telephone manner and good interpersonal skills.
- Able to prioritize individual workloads according to deadlines.
- Able to work as part of a team or alone. An understanding of equality and diversity policies and issues.
- IT : Advanced knowledge of MS Word, Excel, PowerPoint and Outlook. Ability to manage multiple tasks simultaneously.

LANGUAGES

- Spanish (Native)
- Catalan (C1)
- English (B1)
- French (A1)

EDUCATION

CENTRE D'ESTUDIS POLITÀCNICS

*Certificate of Higher Education
in Office Director Assistance*

2019 - 2021

SAGRAT COR SARRIÀ

*Vocal Education and Training
in Care for People in a
Situation of Dependency*

2017 - 2019

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

Linkia FP | March 2021 - Present

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

TRAINING AS A EXECUTIVE ASSISTANT

Linkia FP | November 2020 - March 2021

WAITRESS

Forn Beltrán | March 2019 - August 2019

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

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

INTERESTS

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

REFERENCES

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