

PAULA SERRANO RIBA

DOB: 12/11/2001

Nationality: Spanish

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EXECUTIVE ASSISTANT

EDUCATION

- **Centre d'Estudis Politècnics**
September 2019 – May 2021
Certificate of Higher Education in Executive Assistant
- **Academia Igualada**
September 2017 – June 2019
General Certificate of Education

EXPERIENCE

- **Linkia FP**
Curricular internship in the Student Service Department. Management of computer file and making telephone calls

LANGUAGES

English: level B1 by Cambridge English, Language Assessment. Currently studying for level B2.

Spanish: mother tongue

Catalan: mother tongue

SKILLS

- Excellent spelling and grammar
- Able to prioritize individual workloads according to deadlines
- Able to work as part of a team or alone. Understanding of equality and diversity policies and issues
- IT: Knowledge of MS Word, Excel, Power Point, Access, Power BI and Articulate 360.

INTERESTS

- Volunteer at Banc de Sang in 2015
- Driving license
- Immediate availability
- Fond of reading, swimming and activities of adventure such as acrobatic circuits of height with zip lines.