

Get in touch with me:

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PAULA SERRANO



Paula Serrano Riba

PROFESSIONAL COMPETENCES

Person with critical capacity, analysis and synthesis, problem resolution, flexibility, sociability, capacity for teamwork, timely and responsible.

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

Languages

CATALAN

Mother tongue (Level C1)

SPANISH

Mother tongue

ENGLISH

Level B1 by Cambridge

English, Language Assessment.

Currently studying for level B2.

FRENCH

Level A1

Skills

- IT: Microsoft Office 365

Excel

Access

Word

Power Point

Power BI

Articulate 360

Experience

CURRICULAR INTERNSHIP IN THE STUDENT SERVICE DEPARTMENT.

Octobre 2020- March 2021

- Management of computer file and making telephone calls

Interests

VOLUNTEER AT BANC DE SANG IN 2015

DRIVING LICENSE

IMMEDIATE AVAILABILITY

Fond of reading, swimming and nature.

- 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