



Carlos Ramírez Santos

ID: 05725927P **Nationality:** Spanish **Date of birth:** 23/04/1999 **Place of birth:** Ciudad Real, Spain

Gender: Male **Phone number:** (+34) 654877589 **Email address:** ramisant@hotmail.com

Home: C/Jose Maria de la Fuente, 4, Bajo A, 13005 Ciudad Real (Spain)

ABOUT ME

I am a graduate in Business Administration and Management with a strong academic foundation and a passion for operational excellence. Alongside my studies, I have gained valuable experience as a football and futsal referee at regional and national levels, which has developed my leadership, decision-making, and communication skills under pressure. Currently, I am expanding my technical expertise by studying Web Application Development, acquiring practical skills in modern web technologies and programming. I am highly organized, adaptable, and committed to continuous learning, eager to apply both my management and technical skills in a dynamic business environment and contribute positively to organizational goals.

WORK EXPERIENCE

Administrative Assistant

Grupo Solisyon [01/2023 – 05/2023]

City: Ciudad Real | Country: Spain

- Managed documents and client files
- Answered phone calls and emails
- Scheduled appointments and meetings
- Prepared invoices and reports
- Maintained office records and filing system

EDUCATION AND TRAINING

Compulsory Secondary Education

I.E.S. Maestro Juan de Ávila [2011 – 2015]

City: Ciudad Real | Country: Spain

Bachillerato (Humanities and Social Sciences)

I.E.S. Maestro Juan de Ávila, Ciudad Real [2015 – 2017]

Football and Futsal Referee Certificate

Technical Committee of Referees [2016]

City: Ciudad Real | Country: Spain

University Entrance Exam (EVAU)

University of Castilla-La Mancha, Ciudad Real [05/2017]

City: Ciudad Real | Country: Spain

Bachelor's Degree in Business Administration and Management

University of Castilla-La Mancha [2017 – 2022]

City: Ciudad Real | Country: Spain

Higher Technician in Web Applications Development

Virgen De Gracia College [2024 – Current]

City: Puertollano | Country: Spain

LANGUAGE SKILLS

Mother tongue(s): Spanish

Other language(s):

English

LISTENING B2 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION B1 **SPOKEN INTERACTION** B1

PERSONAL SKILLS

Communication Skills

- Able to communicate clearly and confidently in both professional and social situations.
- Can explain decisions and ideas effectively, both in writing and speaking, during meetings, matches, and academic presentations.
- Comfortable giving and receiving feedback, and managing discussions with people from different backgrounds.

Organisational Skills

- Experienced in planning and managing time to balance university studies, refereeing responsibilities, and web development training.
- Can organise schedules, meet deadlines, and adapt to changing priorities.

Teamwork

- Works well as part of a team in sports, academic projects, and professional settings.
- Supports colleagues, collaborates to solve problems, and values different perspectives.

Technical and Digital Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Currently studying Web Application Development, gaining skills in programming and modern web technologies.

DRIVING LICENCE

Driving Licence: B