

# MARINA SOLEDAD TALAVERA BALLESTER

Number phone: 059.928.9558 / [marina.talavera@gmail.com](mailto:marina.talavera@gmail.com)

Jeddah (Saudi Arabia)

## EXPERIENCE

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**2005 – 2011** Company Name: Consultoría Pentec, S.L. - ***Senior Legal Adviser.***

Activities: Dealing with dossiers, Elaborating reports, Drafting of preliminary agreements, Writing legal documents, Payment control.

**2005** Company Name: Consultoría Pentec, S.L.. - ***Assistant***

Activities: Dealing with dossiers, Attention to the public, Telephone service, Archiving the documentation, Administrating external mail and internal mail.

**2004** Company Name: Asesoría Ballester Melián, S.L. - ***Fellow (Internship)***

Activities: Administrating management, Payslips, Social security, Telephone service, Accounting.

## EDUCATION

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- ***Degree in Business Management and Administration***, University of Valencia [2011-Present].
- ***Degree in Law***, University of Valencia [1998-2004]. Average grade: 7,11.

## COMPLEMENTARY EDUCATION

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- 2012 - “Course of Team Creation”, Instituto de Formación y Estudios Sociales, 40 hours.
- 2012 - “Course of economic and financier analyses with computer application” Academia Adams, 20 hours.
- 2008 - “Group dynamics and role playing”, Sindicato Profesional Independiente, 30 hours.
- 2008 - “Certificate of Pedagogical Aptitude”, Instituto de Ciencias de la Educación de la University Politecnica of Valencia, 300 hours.
- 2007 - “Course of Team Management”, Fondo Social Europeo – Academia Adams, 30 hours.

## **LANGUAGES**

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- English - Intermediate Level
- Spanish - Advanced Level
- Catalán - Advanced Level

## **COMPUTER SKILLS**

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- Microsoft Office (Excel, Word, PowerPoint, Acces)
- Internet and e-mail.
- Legal databases: Aranzadi, Tirant lo Blanch, La Ley.
- Lingo 12.0.
- Contasyv, Gesyv.

## **ADDITIONAL INFORMATION**

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Total availability to travel or change of residence  
Driving Licence: Yes (B1)