

Solid experience as a Personal Assistant in provides secretarial support to executives in a multilingual working environment. I am presently searching for a suitable secretarial post with an exciting and progressive company.

KEY SKILLS

- Professional, trustworthy, discreet and with excellent communication skills
- Flexible, methodical and multi-tasking

WORK EXPERIENCE

PROJECT PERSONAL ASSISTANT/ Initec Energía, S.A (2008-Oct 2012)

Projects (EPC): El Tebbin (Republic of Egypt) Navoi (Uzbekistan) AES Cartagena (Spain) Parnaíba (Brazil)

Assisted a full range of PA/Secretarial support to the Project Manager as follows: screening calls and emails, dealing with large multilingual documents, trips and diary management, formatting reports, meetings, greeting clients and guests. In addition to providing solid administrative support to a team of project engineers such as technical translation into English, spreadsheets, handling expenses, ordering stationery supplies..

SECRETARY OF CIVIL INFRASTRUCTURES DEPARTMENT/ Idom Int. S.A. (2007-2008)

Provided a wide range of administrative support and assistance to infrastructure staff, the duties and responsibilities involving in civil engineering bids for Public Administrations under the Takeover Offer, oversaw and drafted documents, scheduled meetings, arranged conference calls and organized company lunches.

ACCOUNTS ASSISTANT/ Lee Int, S.L. (1994-2006)

Supported the Financial Management daily in all general issues processes, including performing biweekly Schedule related to pending payments, carrying out weekly and monthly bank reconciliations, resolving any payment anomalies and maintaining supplier records, updating the cash book daily as well as handling employee expenses; reconciling expense claims and company credit card statements against receipts and invoices.

EXECUTIVE ASSISTANT BOARD DIRECTORS/ PERSONAL ASSISTANT HUMAN RESOUCE Intecsa Industrial S.A. (1992-1993)

Reported to the HR Manager, my main responsibilities included: call filtering, assist the recruitment process, sending relevant correspondence, organizing and holding events for recruitment, coordinating of Committee and expense notes.

Assisted the Board of Directors in the daily business such as; filtering incoming phone calls, greeting visitors, organizing meetings / events, agenda management, correspondence and travel arrangements.

ADMINISTRATIVE ASSISTANT/ Aries Ing y Sistemas, S.A. (1991-1992)

Provided administrative support to the engineering team focusing on compiling documents for preparation of bids, elaborating dossiers for customers, arranging travel and accommodation, also, carrying receptionist tasks and dealing with stationery supplies.

PROJECT ASSISTANT/Energía e Ind. Aragonesas, S.A (1990-1991)

Supported the Project Manager including arranging meetings and assisting in the preparation of events and presentations, call filtering and organising travel schedules in addition to preparation of documents such as letters, reports and technical translations.

EDUCATION AND QUALIFICATIONS

PA Diploma at Esc. Sup.de Secretarias de Dirección de Madrid (Two year course)

Master in Executive PA at Cámara de Madrid (Six month course)

COU

Training courses: Accounting, Financial Management (Cash Flow), Project Management

COMPUTER LITERATE

- Advanced MS Office (Word, Excel, Power Point, Outlook) Internet Explorer and MS Project
- Lotus Notes
- Alfresco

LANGUAGES

Excellent speaking and writing skills in English
(European Language Level: C1)

Good reading and writing skills in French and Italian
(European Language Level: B1)

REFERENCES

Available on request