**Work experience**

**Date:** December 2012 - December 2013

**Occupation:** Administrative assistant

**Company:** Avantforce, S.L. (Madrid, Spain)

**Duties:** Documentary management, data entry, analyze and generate reports for the database program and perform other office duties as required.

**Date:** November 2007 – June 2011

**Occupation:** Department Supervisor

**Company:** Primark Stores LTD (Manchester, United Kingdom)

**Duties:** Manage and supervise department staff, answer incoming telephone calls, take orders from the customers, stock control and perform additional responsibilities on the shop floor as requested.

**Date:** November 2007 – December 2007

**Occupation:** Data entry clerk

**Company:** Royal Mail (Manchester, United Kingdom)

**Duties:** Enter data from a source document into a computer system.

**Date:** March 2003 - February 2007

**Occupation:** Administrative assistant

**Company:** Teodoro del Barrio, S.A. (TEBASA) (Madrid, Spain)

**Duties:** Respond to customers inquiries relating to invoices, perform data entry processes into a database, invoicing, answer and transfer incoming telephone calls, receptionist duties, perform other related clerical activities.

**Date:** October 2001 – March 2003

**Occupation:** Data entry clerk

**Company:** Servinform, S.A. (Madrid, Spain)

**Duties:** Perform data entry process into a database, verify information handling confidential information owned to the Government´s General Social SecurityTreasury.

**Academic knowledge**

**Date:** February 2012 – March 2012

**Academic degree:** Técnico en Software ofimático (Microsoft Office 2007)

**Academy:** Grupo Teide, Centros de Formación. (Madrid, Spain)

**Date:** June 2010

**Academic degree:** Cambridge ESOL First Certificate in English (FCE) level B2 (Manchester, United Kingdom)

**Date:** July 2000

**Academic degree:** Microsoft Office 97.

**Academy:** Isabel La Católica (Madrid, Spain)

**Date:** 1998 - 2001

**Academy degree:** Associate degree Gestión y Administración Pública (Business Administration and Management) Complutense University of Madrid

**Date:** 1993-1998

**Academic degree:** FP II Administration and Business

**Academy:** Escuela Politécnica Giner

**Other data of interest:**

Data entry skills: 350 net keystrokes per minute.

Currently living in Spain and planning on going to Miami to work.