

Spain

Applied through AIESEC in Pompeu Fabra Barcelona, Spain.

PROFESSIONAL EXPERIENCE

Project Assistant

everis Spain Aug 2018 - Present Spain

Track public tender opportunities from international organization (EuropeAid, EC, EU; EIB; EEA; OECD...) Analyse specific requirements of bids and allocate to best fit among experts and partners within company Organize and verify all administrative and legal documents required for bids to improve chance of bid success

Assistant Coordinator

Kids&Us Feb 2018 - Aug 2018 Spain

Coordinated group of 22 English teachers (internally and externally) Ensured adherence of school requirements and syllabus by teachers Organized school events and meetings

Intern

Spanish Consulate Oct 2017 - Mar 2018 Brazil

Generated various certificates and identity documents for Spanish citizens living in Rio de Janeiro, Victoria and Minas Gerais Organized administrative documents for Spanish elections Coordinated the general passport section e-mail and assisted in issuing passports

ACADEMIC EXPERIENCE

Pontificia Universidade Catolica -Rio de Janeiro Aug 2017 - Mar 2018

Brazil

International relations, Political science

Institut Barcelona D'Estudis Internacionals (IBEI) Sep 2016 - Jun 2018

Spain

International relations, International Trade, Political science

University College of London Sep 2013 - Jun 2014 United Kingdom

Anthropology, Geography, History

Universitat de Barcelona Sep 2009 - Jul 2014 Spain

Anthropology, Geography, History

SUMMARY

Multilingual graduate student in International Relations competent in interpersonal and analytical skills; possess team leadership experience and is highly adaptable to new situations.

LANGUAGES

Spanish	Native
Catalan	Native
English	Advanced
Portuguese	Advanced

SKILLS

Advanced

- + Project Management
- + Presentation skills
- + Windows PC usage
- + Internet usage
- + Training
- + Adaptability
- + Consulting
- + Critical Thinking
- + Leadership
- + Language Teaching
- + MacOS
- + Social Media Management
- + Work Ethic
- + World citizenship

Intermediate

- + Team Management
- + Client servicing
- + CodeIgniter
- + Event Planning
- + Image editing
- + Organisational Management
- + Problem Solving

Beginner

- + Content Marketing
- + Digital Marketing