
NOELIA PRIETO DEL PUERTO

Strong skills in organization, customer service, and time management have been developed throughout diverse roles since 2019. Having lived in Ireland for over a year, I have adapted to the local work environment and understand the cultural nuances of customer service here. I have a proven ability to work in teams, adapt to new environments, and maintain a focus on quality. I am motivated to apply these skills in a dynamic work environment, with a commitment to efficiency and proactive problem-solving.

CONTACT

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WORK HISTORY

Belgrave Montessori School, Dublin, Ireland

08/2024 to 10/2024

Room leader

- Planned and facilitated stimulating range of age-appropriate activities for 2 to 4 year olds, including creative play and arts and crafts.
- Encouraged mutual trust, respect and cooperation among team members.
- Conducted regular assessments of children's development, generating detailed reports for continuous improvement and planning.
- Curriculum creation and development.

Narnia Nursery School, Dublin, Ireland

04/2024 to 07/2024

Early Years Educator

- Handled confidential information with discretion and professionalism.
- Supported the management team with administrative tasks such as filing, updating documentation, inventory tracking, and maintaining a clean, organised workspace.
- Ensured a structured and safe environment while meeting deadlines and adhering to strict policies and procedures.
- Helped students to develop positive self-image, enhance self-esteem, and improve self-reliance.

Café la estación, Madrid, Spain

10/2019 to 02/2024

Coffee shop assistant

- Created a welcoming atmosphere by greeting guests warmly upon arrival and assisting with their needs.
- Optimized restaurant capacity by efficiently cleaning and resetting tables after customers departed.
- Delivered outstanding customer service in a fast-paced environment, contributing to high satisfaction ratings through friendly and courteous interactions.
- Sustained a high level of service quality in a demanding restaurant setting, ensuring a positive experience for all guests.
- Addressed and resolved guest complaints promptly and professionally, effectively communicating concerns to management for resolution.

EDUCATION

UNIR

2024 - Current.

Diploma of Higher Education, Cross-platform application development

Universidad Rey Juan Carlos

2019-2023

Bachelor Degree in Primary Education in English

- Overall: 7.21

SOFTWARE TOOLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace (Docs, Sheets, Slides, Gmail), Microsoft Teams, Zoom, Social Media, AI, Java, HTML, CSS, JavaScript, Python, MySQL, Git, Canva, Adobe pdf

SKILLS

Languages: Spanish(native), English(C1)

Attention to Detail, Leadership, Team player, Customer Service, Multitasking, Data Entry, Database, management, Mail handling, Reception, Project scheduling