

**Francisco Souviron Martín**  
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## Education

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**Saint Louis University – Madrid Campus** Jan 2021 – Present  
Bachelor of Science in International Business & Economics  
Minor in Mathematics  
GPA 3.3

**Les Roches Marbella** Sept 2019 – Feb 2020  
Hospitality Management

**Stonyhurst College – England**  
High School Diploma (A levels)

## Experience

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**HR & Accounting, Grupo Abades, Loja, Granada** Jul - Sept 2021

- ∴ Inputted employee data & invoices into electronic database
- ∴ Process the hiring of temporal employees
- ∴ Translated official documents into English & Spanish

**Receptionist, Hotel Peña Parda, La Herradura, Granada** Jul - Sept 2020

- ∴ Handled phone & in-person reservations & check-ins
- ∴ Managed the registration & sale of products & services
- ∴ Managed beach chair rentals & other services
- ∴ Organized table set-up for meals to comply with Covid regulations
- ∴ Responded to all concerns & questions raised by international & English-speaking guests

## Languages

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Spanish – Native  
English – Bilingual  
French – Currently learning

## Technical Skills

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Microsoft Office (Word, Excel, Power Point)  
Excel 2016 Microsoft Office Specialist May 2021  
Windows & Mac OS  
Web development in HTML & CSS  
Python 3.12 (Learning)  
Public Speaking  
CMM-1200 - Introduction to Public Speaking Fall 2022