

Francisco Souviron Martin
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Education

Saint Louis University Madrid

Bachelor of Science

Double Major: Business Administration and Economics

Spring 2021- Present

Stonyhurst College – England

High School Diploma (A levels)

May 2019

Experience

Finance, Grupo Abades, Loja, Granada

May - Dec 2023

- ∴ Designed financial software for optimal job performance
- ∴ Implemented non-financial risk solutions and managed database products
- ∴ Formulated the daily earnings of the sales department
- ∴ Calculated and updated the accounting
- ∴ Composed and modified corporate and client documents

HR and Accounting, Grupo Abades, Loja, Granada

Jul - Sept 2021

- ∴ Inputted employee data and invoices into electronic database
- ∴ Processed the hiring of temporary employees.
- ∴ Translated official documents into English and Spanish

Receptionist, Hotel Peña Parda, La Herradura, Granada

Jul - Sept 2020

- ∴ Managed reservations, sales, beach rentals, and Covid-compliant dining setups while addressing concerns for international and English-speaking guests.
- ∴ Welcomed and greeted guests, ensuring a positive first impression.

Languages

Spanish – Native

English – Bilingual

French – Beginner

Technical Skills

Excel 2016 Microsoft Office Specialist

Windows and Mac OS

Web development in HTML, CSS & JS

Python 3.12 – Beginner

Public Speaking

CMM-1200 - Public Speaking

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