

**Metro: Rios Rosas**

**Areas of Experience:**

*Customer and Client Service, High-End Retail, Administrative Assistance, Coordination, Scheduling, Distribution and Shipping, Visual Editing.*

**Skills:**

Communication  
Team Coordination  
Adaptability  
Reliability  
Leadership  
Creativity  
Self Management

**Education:**

**TTMadrid**, Madrid, Spain  
**TEFL Course**

120-hour in-person TEFL certificate accredited by IATQuO, and completed with TtMadrid.

**LAE Madrid**, Madrid, Spain  
4 Week in-person intensive Spanish course.

**AIL Madrid**, Madrid, Spain  
12 Week in-person intensive Spanish course.

**La Escuela de Idiomas**,  
Madrid, Spain  
Present - 2024 Spanish Course

**Languages:**

English - Native  
Spanish - B1

Madrid-based customer service professional. A Self-motivated, independent, creative and adaptable individual. Providing 7+ years of diverse retail industry experience, looking to resume professional career after planned gap-year for relocation, education, and acclimation. Interested in a role that provides an opportunity to be challenged to learn, grow, and expand with.

**Employment History:**

**Driscoll Robbins Fine Carpets, Seattle, WA** — *Showroom coordinator*  
**August 2021 - February 2022**

Delivered, displayed, and installed high-end rugs to residential and commercial properties for clients. Packaged products for shipping and handling. Carried out various tasks such as, sales floor upkeep, organizing sample and full size piles of rugs, showcasing rugs for clients, providing recommendations and assistance, taking inventory, and more.

**Hillis Clark Martin & Peterson P.S., Seattle, WA** — *File Clerk/Office Services*  
**March 2020 - August 2021**

Produced legal binders for pleadings per request. Witnessed estate signings. Maintained inventory of food, beverages, and office supplies. Input and process documents into an electronic database. Effectively communicated with legal assistants to fulfill requests of various lawyers. Provided assistance for receptionist and IT team.

**Nestlé Coffee Partners, Seattle, WA** — *Administrative Assistant*  
**August 2019 - March 2020**

Position contracted through EverSource FM. Effectively developed and managed scheduling system for client meetings/events. Displayed adaptability through fulfilling varied responsibilities such as, mailing and distribution, client resolution, IT/Teleconference support, receptioning, stocking, physical set up for meetings/events and more. Maintained positive rapport with clients.

**Trader Joes, Seattle, WA** — *Crew Member*  
**June 2017 - August 2019**

Grocery/Retail experience. Learned to lead and manage inventory/merchandising sections. Demonstrated effective multitasking skills through delegating tasks for crew while unloading product.

**Projects:**

**Dear Ba - A Letter By Susan Lieu, Seattle, WA** — *Production Assistant*  
**February 2021**

Assisted with lighting, carrying equipment, and displaying cue cards for the performance.