

Madrid, Spain

R.E. Position of Pre-Sales Lead Generation
Human Resources Team
BNZSA Spain SL
Madrid, Spain

Dear Human Resources Team,

I am writing to express my interest in the Pre-Sales Lead Generation position at BNZSA and to briefly introduce myself.

I am an Australian citizen and Spanish resident, with studies in Business (majoring in Economics), international experience across Australia, North America and Europe, as well as history in the consulting field. I am a native English speaker with a proficient level in Spanish. As an employee, I have excellent communication skills, am motivated and adaptable and could excel in the areas of management and organisation.

My professional history has involved a variety of positions which require excellent verbal communication and relationship building, skills which would be of great importance in this role. Both as a teacher and as a consultant, I demonstrated the ability to build relationships with other parties, as well as to communicate clearly, effectively and confidently.

I am an adaptable and motivated employee; shown through the process improvements, risk analysis and reviews I was able to provide to a variety of clients across different industries in my consulting role. Following this, I moved to the educational field in order to facilitate my VISA application and relocation to Spain. I found this work rewarding and was able to deliver numerous improvements to the processes and systems in place in the school. While a position at BNZSA would be new ground for me, I fully believe I could make a valuable contribution.

Over the last few years, I have also held management positions running a summer camp program and a community football league. Both positions required excellent organisational and management skills, which, although not required in this role, could prove to be beneficial to BNZSA at some point in the future.

Although I have not worked in a specific IT field, within the consulting and internal audit area I delivered a number of client reviews which focused on IT system use, including process and risk analysis, hence I have some familiarity in the area and do not believe it would be an issue.

Thank you for your time and consideration, please feel free to contact me regarding my application.

Kind regards,





CONTACT DETAILS

PROFILE

I am an adaptable, motivated and organised person with a diverse skill set.

I have experience in consulting and business process analysis across a wide range of industries, project management within the education and community space and am an excellent communicator.

I am a global citizen, with studies in France, North America and my recent time in Madrid.

I am looking for a new and rewarding opportunity, and am enthusiastic to learn and contribute with a dynamic company and team.

LANGUAGES

English | Native

Spanish | Professional Proficiency

EXPERIENCE

English Teacher

**Colegio Rosales
Madrid, Spain**

2019 – Present

Responsibilities

- Coordinating year 9-10 program, including planning and delivering interactive and engaging classes, guiding English development of students and assessment across multiple registers and skills

Achievements

- Overhauling of class processes and evaluation in order to use rubric-based assessment methods, gamification techniques as motivational tools, self-directed class structures and project-based learning
- Paperless classes through use of iPads and various apps as a replacement for traditional material

Project Manager – Summer Camp

**Colegio Rosales
Madrid, Spain**

2017 – Present

Responsibilities

- Managing all aspects of summer camp, including staffing, content delivery, finances, food and facilities.
- Coordinating with a wide range of stakeholders, including teaching, administration, medical, facility and kitchen staff, as well as parents

Achievements

- Achieved enrolment growth of 200% over 3 years with most recent year involving over 100 staff and students
- Successfully operated camp during the summer of 2021 despite covid complications (managing preventative measures, bubbles and confinements)

Community Football league Manager

**Madrid Mixed Fútbol
Madrid, Spain**

2018 – Present

Responsibilities

- Managing all aspects of league, including fixturing, facility use, insurance, refereeing, sign ups, social events, finances and social media

Achievements

- Successfully formalised and grew the league from 40 to 100 people as well as providing additional services (social media/events)

Internal Auditor, Consultant & Business Analyst

**Pitcher Partners
Melbourne, Australia**

2015 – 2016

Responsibilities

- Comprehensive communication with clients including conducting interviews and fieldwork to understand client policies, processes and procedures in detail
- Comparison of these to industry best practice and identification and evaluation of potential risks
- Detailed reporting to internal management and clients (both written reports and board meetings)
- Management of financial constraints and timelines with each audit as well as delivery of scope
- Working in a fast-paced environment and collaborating continuously with dynamic and motivated staff *

EDUCATION

**Royal Melbourne
Institute of
Technology**

- Bachelor of Business (Economics and Finance)
- Melbourne, Australia 2011 – 2014

**HEC Montréal
Business School**

- Exchange - Bachelor of Business Administration
- Montréal, Canada 2014

**ESC Bretagne
Business School**

- Study tour - International relations & European Union
- Brittany, France 2012

SKILLS

Communication

Strong public speaking abilities established through years of teaching, as well as proficient written communication through business report writing at Pitcher Partners

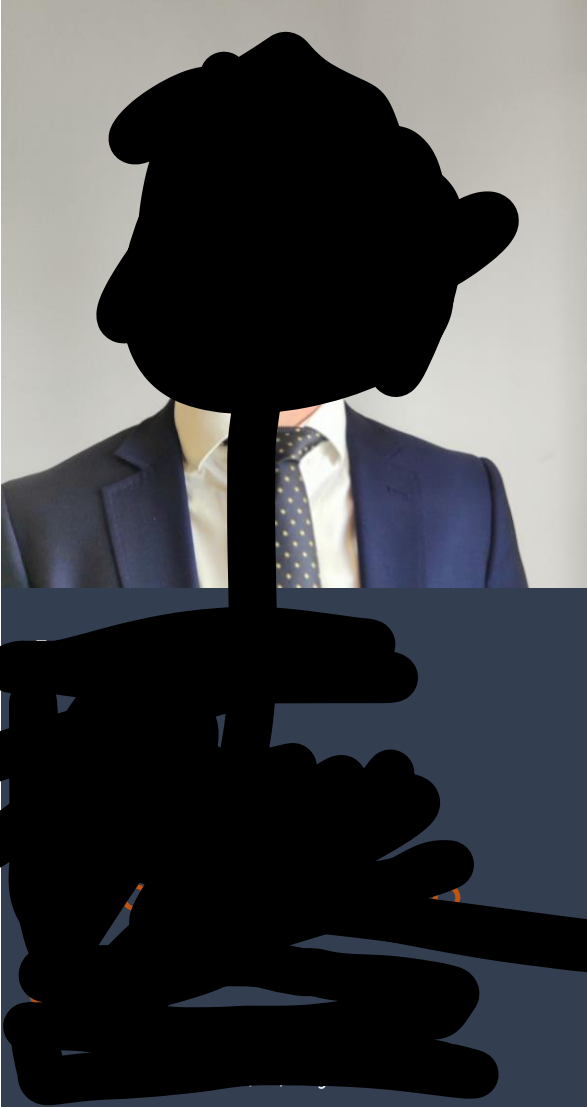
Organisation

Excellent attention to detail and comprehensive coordination abilities developed while managing the Colegio Rosales Summer School Program

Problem solving

Well-developed capability to identify, analyse and suggest solutions to problems, learnt while working as an Internal Auditor at Pitcher Partners

** Earlier positions not listed. Full employment history and referees available upon request.*



SOBRE MÍ

Soy una persona adaptable, motivada y organizada con una combinación de habilidades diversas.

Tengo experiencia en consultoría y análisis de procesos de negocio en una amplia gama de industrias, gestión de proyectos en el espacio de la educación y la comunidad y soy un excelente comunicador, siendo un ex profesor.

Soy un ciudadano global, con estudios en Francia y Norteamérica que complementan mis recientes años basados en Madrid.

Estoy buscando una nueva oportunidad, y me gustaría aprender y contribuir a una empresa y equipo dinámico.

IDIOMAS

Español | Competencia Profesional

Inglés | Nativo

EXPERIENCIA

Profesor de Inglés

**Colegio Rosales
Madrid, España**

2019 – Actual

Responsabilidades

- Coordiné el programa del 3º y 4º de la ESO, incluyendo planear y dar clases interactivas y atractivas, guiando el desarrollo del inglés de los estudiantes y la evaluación a través de múltiples registros y habilidades

Logros

- Revisión completa de los procesos de clase y evaluación para utilizar métodos de evaluación basados en rúbricas, técnicas de gamificación como herramientas de motivación, estructuras de clase autodirigidas y aprendizaje basado en proyectos
- Clases sin papel mediante el uso de iPads y diversas aplicaciones en sustitución del material tradicional

Director de Proyectos - Campamento de Verano

**Colegio Rosales
Madrid, España**

2017 – Actual

Responsabilidades

- Gestioné todos los aspectos del campamento de verano, incluyendo la dotación de personal, la impartición de contenidos, las finanzas, la alimentación y las instalaciones
- Coordiné con un amplio número de partes interesadas, como el personal docente, administrativo, médico, de las instalaciones y de la cocina, así como con los padres

Logros

- Conseguí un crecimiento de la matrícula del 200% en 3 años, y el año más reciente contó con más de 100 empleados y estudiantes
- Gestioné con éxito el campamento durante el verano de 2021 a pesar de las complicaciones por el COVID (gestión de medidas preventivas, burbujas y confinamientos)

Director - Liga Comunitaria de Fútbol

**Madrid Mixed Fútbol
Madrid, España**

2018 – Actual

Responsabilidades

- Gestioné todos los aspectos de la liga, incluyendo los horarios de los partidos, el uso de las instalaciones, los seguros, el arbitraje, las inscripciones, los eventos sociales, las finanzas y las redes sociales.

Logros

- Conseguí formalizar y hacer crecer la liga de 40 a 100 personas, así como prestar servicios adicionales (redes sociales/eventos)

Auditor Interno, Consultor y Analista de Negocios

**Pitcher Partners
Melbourne, Australia**

2015 – 2016

- Comunicué con clientes, incluyendo la realización de entrevistas y visitas para comprender en detalle las políticas, procesos y procedimientos del cliente
- Comparé éstos con las mejores prácticas del sector e identificación y evaluación de los riesgos potenciales
- Presenté informes detallados a la dirección interna y a los clientes (tanto informes escritos como reuniones)
- Gestioné las limitaciones financieras y de los plazos de cada auditoría, así como de la entrega del ámbito
- Trabajé en un entorno de ritmo rápido y cambiante, continuamente con personal dinámico y motivado *

ESTUDIOS

**Royal Melbourne
Institute of
Technology**

- Grado de Administración de Negocios (Economía y Finanzas)
- Melbourne, Australia 2011 – 2014

**HEC Montréal
Business School**

- Erasmus - Grado de Administración de Negocios
- Montréal, Canada 2014

**ESC Bretagne
Business School**

- Viaje de Estudios – Relaciones Internacionales y la UE
- Bretaña, Francia 2012

HABILIDADES

Comunicación

Gran capacidad para hablar en público gracias a mis años de docencia, así como una gran capacidad de comunicación escrita gracias a la redacción de informes comerciales en *Pitcher Partners*

Organización

Excelente atención al detalle y habilidades de coordinación integral desarrolladas durante la gestión del campamento de verano del *Colegio Rosales* y de la liga del *Madrid Mixed Fútbol*

Resolución de problemas

Capacidad bien desarrollada para identificar, analizar y sugerir soluciones a problemas, que aprendí mientras trabajaba como auditor interno en *Pitcher Partners*

* Puestos anteriores no listados. Historial de empleo completo y referencias disponibles a petición.