

Sophia Perez

● EDUCATION

Bachelor in Marketing communication ESIC Business & Marketing School

📅 09/2014 – 06/2017 📍 BARCELONA, SPAIN

- GPA 4.0 (Top 1% of the Program)

Colegio Santa María del Pilar

📅 09/2008 – 06/2014 📍 MADRID, SPAIN

- Graduated with Distinction (Grade 1- A/ Excellent equivalent in all 5 subjects)
- The 2017 Academic Excellence Award winner

● WORK EXPERIENCE

Manager Onna Coffee

📅 08/2017 – 02/2020 📍 BARCELONA, SPAIN

- Led a team of 15 employees, overseeing their professional development and delivering exceptional results, resulting in a 30% increase in productivity and a 20% decrease in customer complaints.
- Developed and implemented a strategic plan to optimize operations, resulting in a 15% reduction in costs and a 25% increase in efficiency within the department.

Virtual assistant freelancer

📅 05/2021 – present

- Successfully served as a Virtual Assistant for esteemed clients, delivering remarkable outcomes in terms of augmented website traffic and enhanced user engagement.
- Demonstrated exceptional copywriting skills by crafting and refining compelling content across diverse channels, including websites, blogs, social media platforms, and email campaigns.

● CERTIFICATES

Udemy Virtual Assistant

2020

- high Calendar Management, Social Media Maintenance, Inbox Management and Event planning minor
- First Class Honours (Top 5% of the Programme)

LinkedIn Learning

2021

- with specialization on time management and communication skills

● PERSONAL

INFORMATION

🗣 Spanish

✉ hello@kickresume.com

● SKILLS

Spanish
English
MS Office, Excel, Word,
PowerPoint,
Google Suite
Zoom

● HOBBIES

travel
social media
adventures
creative