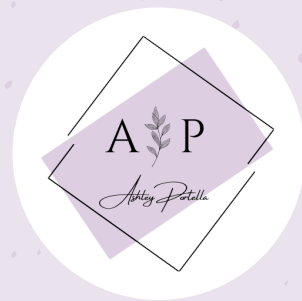




DOB: 10/12/1998

Nationality: Peruvian

Phone number: +34 642 57 94 17

Email: aportellarobles@gmail.com

ABOUT ME

I consider myself a responsible, trustworthy, dynamic and creative person. I have a great capacity for teamwork and adaptable, being able to solve problems efficiently to achieve the goals and objectives set by the company.

HARD SKILLS

Domini d'Office

Pàgina web

Photoshop

Edició de Vídeos



SOFT SKILLS

Assertiveness

Empathy

Enthusiasm

Flexibility

Teamwork

Responsibility

LANGUAGES

Spanish: mother tongue

Catalan: B2

English: A1

French: A1

EDUCATION

Centre d' Estudis Politècnics

Certificate of Higher Technician in Office Director Assistance

Institución Educativa Los Próceres (Lima - Perú)

Bachillerato

EXPERIENCE

2021 -
2020

CURRICULAR INTERNSHIPS IN XTUDEO (Online training)

- Preparation and supervision of written communications of a professional nature in different communication channels.
- Information and service advice.
- File management.
- Preparation and processing of documentation related to the Human Resources department.
- Preparation of documents.

2018

EL RETABLO DE KELLY

- Customer Support
- Customer collection / Cash register

INTERESTS

- Volunteer at Sociedad Peruana de Síndrome de Down
- Reading fan
- Nature lover

REFERENCES

Available for request

Immediate Availability