

Ashley

P O R T E L L A

EXECUTIVE ASSISTANT



DOB: 10/12/1998

Nationality: Peruvian

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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

Office domain	● ● ● ● ●
Web pages	● ● ● ● ●
Photoshop	● ● ● ● ●
Video editing	● ● ● ● ●

SOFT SKILLS

Assertiveness
Empathy
Enthusiasm
Flexibility
Teamwork
Responsibility

EDUCATION

Centre d' Estudis Politècnics

Certificate of Higher Technician in Office Director Assistance

Institución Educativa Los Próceres (Lima - Perú)

Bachillerato

EXPERIENCE

2021

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

LANGUAGES

Spanish: mother tongue

Catalan: B2

English: A1

French: A1

INTERESTS

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

REFERENCES

Available for request

Immediate Availability