

# Alba V.

Montgat, 08390. Barcelona

## Career Objective

An organized and motivated business and management person seeking a position which allow me to gain experience and develop my skills. A dedicated worker with strong interpersonal skills aiming to help achieve company goals and take on more responsibility as quick as possible. I am experience in sales and administration.

## Education

**Business and Management** 02/2018 – 02/2019  
International College of Management, Sydney

**Bachelor of Primary Education** 09/2011 - 07/2015  
Universitat Internacional de Catalunya, Barcelona

## Employment History

**My OzSale Group, Sydney, Australia** 09/2018 - 5/2019  
***Sales Department***

Responsibilities:

- Analysing prices and products of the competitors.
- Report of data.
- Updating and categorising products and prices on the website.

**Rathfarnham Day Care, Dublin, Ireland** 02/2017 - 12/2017  
***Montessori Teacher***

Responsibilities:

- Helping the overall development of children (intellectual, social, emotional motor).
- Taught basics and daily routines via Montessori Method.
- Activities, routines, games, songs, drama, use of new technologies.

**Medicpad, North Carolina, USA** 09/2016 - 12/2016  
***Sales Department***

Responsibilities:

- Direct sales.
- Import and export of the product.
- Order management and tracking in the database.

**Pinnacle People, Sydney, Australia** 03/2016 - 09/2016

## **Waitress**

Responsibilities:

- Functions, conferences and events.
- Weddings, galas and corporate banquets.
- Service tables on the main dining room.
- Preparation of cocktails and bar service.

**Industries Elèctriques Nàpols, LED ILUMINO, Barcelona, Spain** 10/2015 - 02/2016  
**Sales Department**

Responsibilities:

- Direct sales.
- Regular visits to potential and existing customers.
- Weekly meetings with supplier.

**Eurest Colectividades, Compass Group, Barcelona, Spain** 11/2012 - 09/2015  
**Sales and Marketing**

Responsibilities:

- Telephone prospecting shopping.
- Scheduling visits and registration database (CRM)
- Transmission, reception and telephone calls as well as emails.
- Compose presentations (InDesign, photoshop & Power Point) for the department of offers and marketing centre.

**Hotel Arts, Barcelona, Spain** 01/2009 - 10/2012  
**Venue, F&B Manager**

Responsibilities:

- Reception management and reservations.
- Supervisor restaurant and room service.
- Fitting room, beverage, inventory, orders and closing cash.
- Training to other workers.

**Black Bull & Hotel, Liverpool, England** 06/2012 - 09/2012  
**Waitress**

Responsibilities:

- Management of reservations
- Fitting room, beverage and inventory
- Service tables on the main dining room
- Preparation of cocktails and bar service

## **Professional Development**

- **Languages:**  
Spanish: Native Speaker  
Catalan: Native Speaker  
English: Advanced

### **Professional References**

Eva Òdena Jardí  
Sales Director  
Eurest Colectividades, Compass Group.  
eva.odena@compass-group.es

Pedro Zaragoza  
Account Manager  
Industries Elèctriques Nàpols, LED ILUMINO.  
ienapols@hotmail.com