

# NICOLÁS H. C.

Madrid

## EDUCATION

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**IE UNIVERSITY- Segovia and Madrid, Spain**  
**Bachelor in Business Administration**

**Finished July 2017**

**Highlands School El Encinar- Madrid, Spain**

**Finished July 2013**

**Sunningdale School- Ascot, UK**

**Sept 2006-2008**



## PROFESSIONAL EXPERIENCE

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### **UBS Wealth Management**

#### **Internship in the Business Risk department.**

**Madrid, Spain**

**July 2017- Jan 2018**

- Participated in a project with the Portfolio Management Team aimed at the research and analysis of the clients and their funds in order to justify the origins of the patrimony.
- Supported the Client Advisors in various CA projects in front office
- Managed the tools CRM, TOF and ONdemand to fulfill the daily activities.

### **Vincci Hotels**

#### **Internship in the Administration Department**

**Madrid, Spain**

**July 2016**

- Analyzed and managed the internal consumption and operational costs data of 35 hotels, to produce quarterly reports on operational costs and internal consumption.
- Responsible for planning the supply of daily products and orders, assuring on time deliveries.
- Used SAP tools.

### **Nueva Taberna restaurants**

#### **Part-time**

**Madrid, Spain**

**2011-2016**

- Worked part-time as an assistant cook
- Participated in the design of the food menus and introduction of new products and ingredients
- Responsible for the control of inventory and the supply of daily products.

### **Sotogrande Camps**

#### **Summer Camp**

**Cadiz, Spain**

**July 2012**

- Summer camp monitor in charge of children between 6 and 12 years old, taking care of them in their daily activities
- Assisted in the planning of the daily activities
- Teaching daily English lessons to the campers, designing and creating the various contents of the class.

### **Gardening services**

**Perth, Scotland**

**July 2011**

- Responsible for the daily maintenance and gardening of the gardens of 5 homes.

## LANGUAGES

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**Spanish** (Native)

**English** (Fluent) (CPE)

**French** (intermediate)

## VOLUNTEER EXPERIENCE

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- Cooperated with social medical program SMILE for the students of Aguascalientes school in Mexico
- Helped at a nursing home in Alcucescar, Spain
- Participated in projects for Caritas in Spain.

## EXTRACURRICULAR ACTIVITIES

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Founder and member of IE University Rugby Team being in charge of the organization of the team's participation in the Segovia league competition (from Sept 2014)

## ACHIEVEMENTS

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Granted the Alcobendas City Council Scholarship for academic record and performance in sports (rugby) Oct 2011  
Granted the Sports Scholarship to study Secondary School at Harrow school (England) 2007

## ADDITIONAL INFORMATION

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Computer skills: Word, Power Point, Excel, Thinkcell, SAP, CRM, TOF, ONdemand

Hobbies and Sports: Rugby, Ski, Paddle, Football, Tennis and Golf. Traveling, Music, Art and Reading