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Regulated formation

**B.U.P. - C.O.U. (1980 - 1984)**  
TECLA SALA. Barcelona.

Languages

**Catalan:** Native/Bilingual.  
Sufficiency 3 - Level C (2016 - CNL Prat LI.)  
**Spanish:** Native/Bilingual.  
**English:** High.

Additional formation

**English language (1979 - 1983)**  
NEW LINGUA. Barcelona

**Industrial engineering (1984 - 1985)**  
ETSEIB - UPC-. Barcelona.

**Mercantile, labor and fiscal management of companies (60 h. -2014-)**  
CP'AC. Barcelona.

IT / Communication

• **Networks (180 h. -2010-)**  
Security, Servers and Services (ESP. IFCI21).  
ADP. Vilanova i the Geltrú. Barcelona.

• **Tech Officer (40 h. -2010-)**  
Microsoft Excel 2007: Specialization (EXP. CP20100041).  
IDFO. Vilanova i the Geltrú. Barcelona.

• **ACTIC (2011)**  
Accreditation of TIC competitions.  
ADP. Vilanova i the Geltrú. Barcelona.

• **Software**  
ADOBE ACROBAT PROFESSIONAL  
ADOBE PHOTOSHOP  
ADOBE DREAMWEAVER  
COREL DRAW  
MICROSOFT OFFICE  
MICROSOFT DYNAMICS  
SAGE LOGIC CLASS  
Joomla  
3D STUDIO  
ANDROID STUDIO

Job experience

**Generalitat Catalunya -Departament Educació- (2020 - Nowadays) -Administration-**  
Secondary Education Institutes administrative management: Enrollment, scholarships, supplies, purchases, document management, stocks, cash control, academic titles / historic processing, ...

**Barcelona de Serveis Municipals (2015 - 2020) -Technical Operator-**  
Coordination and regulation of the precise operations (archings, accesses, security, administration) in the Municipal Parkings of Barcelona.

**Adecco Outsourcing (F.C. Barcelona) (2015) -Technician in outsourced services-**  
Management of equipment (motivation, planning, operative, reporting, formation); Reception, image, material, documentation; Opening/Closing (collection, arching, pursuit, ratios); Analysis sales; Control of you unsquare; Strategy, method, systems; Fraud Control; Department interacting.

**Profitable Web Projects, S.L. (2013 - 2014) -Financial Manager-**  
Person in charge of the financial, countable and fiscal area. Management of supplyings, clients, accounts, unpaid debts, liquidations, lists and accounting.

**Loomis Spain, S.A. (2011 - 2012) -Coordinating-**

*Management as much at human level as technician of the necessities derived from the operative one of the transport of bottoms on regional scale.*

**Currency market (FOREX) (2008 - 2010) -Trader-**

*After a previous running in the financial world of the currency market, exclusive dedication as far as the advising to investors.*

**Pollença Informàtica (2005 - 2008) -Manager-**

*Responsible for technical office and commerce dedicated to the maintenance and supply of articles, products and computer services.*

**Nord Solucions Informàtiques, S.L. (2003 - 2004) -Computer science Technician-**

*Computer science technician responsible for the maintenance of networks, hardware and software from the portfolio company customers.*

**Paprober, S.L. (1993 - 2002) -Manager-**

*Providing and maintenance to product offices and services in computer science.*

**Seur, S.A. (1990 - 1993) -Logistics-**

*Distributor, finishing as coordinator of collections and deliveries.*

**Meteor, SCP. (1988 - 1990) -Distributing-**

*Small distributor in small company of transports.*

**Italgrap, S.L. (1988) -Commercial-**

*Broker of company dedicated to the enterprise product provision related to the graphical arts and the packing.*

**Santa Lucia (1987) -Commercial-**

*Insurance agent for the portfolio of clients of the company in the life branch.*

**Fundición Garres, S.L. (1985 - 1987) -Worker-**

*Person in charge of production, provision, quality and maintenance (mechanical, hydraulic, pneumatic).*

Personal qualification

- **T**eam manager
- **P**ersonal organized
- **T**olerance to changes
- **C**ontrol of stress
- **A**daptability
- **M**ulti-value
- **F**lexibility
- **C**onstance
- **H**ard-thinking

To consider

- **Driving License** A, B.
- **Own vehicle**
- **Forklift licence:**                   - Front  
  - Retract
- **Manipulating certificate Foods**
- **Total hour availability**
- **Geographic mobility**

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