

MARÍA LÓPEZ

UNIVERSITY STUDENT



✉ marial@gmail.com

☎ +34-656786906

📍 12 Rosalía Castro, A Coruña. Spain

🔗 LinkedIn: [linkedin.com/in/marialopez](https://www.linkedin.com/in/marialopez)

LANGUAGES

- Spanish (native speaker)
- Galician (native speaker)
- English (C1-C2)
- German (B2)
- Italian (A2)

SKILL

- Digital: Microsoft Office
Canva, Zoom
- Responsible, organised
- Communication Skills
- Critical Thinking

AWARDS

June 2021 | IES Zalaeta
Honors in *Bachillerato*

PROFILE

Motivated and reliable university student in her final year of a Translation and Interpreting degree. Open-minded and eager to learn, with a strong interest in communication, teamwork, and digital tools.

EDUCATION

• University of Santiago de Compostela

Degree in Translation and Interpreting
September 2021 – Present

• Heidelberg University, 2023

Erasmus semester in Germany

• EOI Santiago Compostela

Certificate in C1 English (2021)

Certificate in B2 German (2022)

WORK EXPERIENCE

Private English Tutor

Oct 2020 – Present

- Tutored secondary school students (B1–B2 level)
- Created personalised materials and used online platforms (Quizlet, Canva)



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June 2021 | IES Zalaeta
Honors in *Bachillerato*

LAURA SOUTO

Administrative Assistant

Profile

Hard-working and detail-oriented administrative assistant with 2 years of experience. Punctual, responsible and confident when dealing with clients and solving problems independently.

Work Experience

Pérez y López Asesores

Administrative Assistant

Sept 2021

-

Present

- Handled client records and invoicing using Excel and internal CRM.
- Scheduled appointments and managed team calendars.
- Responded to customers queries via email and phone.

Rías Altas Hotel

Receptionist (summer job)

June &
August
2020

- Welcomed guests, managed bookings and solved last-minute issues
- Used booking software (Mirai) and handled payments

References

Juan Pérez López

Pérez y López asesores. / CEO

Phone +34 6705464789

Email: jperez@gmail.com

María Lema

Rías Altas Hotel. / Manager

Phone +34 690123069


Email: mlema@gmail.com



 +34-666789090

 lsouto@gmail.com

 LinkedIn: linkedin.com/in/lasouto

 Rúa do Hórreo ,54 15701
Santiago de Compostela

Education

Vocational Training –
Administrative
Management Degree

CIFP Compostela
2019 – 2021

Skills

Tools: Microsoft
Office, Excel, Outlook,
CRM software

Traits: Reliable,
polite,
meticulous

Language

English B2

Galician (native speaker)

Spanish (native speaker)

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lsouto@gmail.com



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Galician (native speaker)

Spanish (native speaker)



Javier Rivera



+123-456-7890



jrivera@gmail.com



123 Coruña Avenue, Lugo, Spain



LinkedIn: [linkedin.com/in/javierrivera](https://www.linkedin.com/in/javierrivera)

PROFILE

Enthusiastic and resourceful Business Administration graduate with internship experience in marketing and project coordination. A team player with strong analytical skills and a proactive attitude.

EDUCATION

2019 - 2023

UNIVERSITY OF A CORUÑA

- Degree in Business Administration
- Final project: "The Impact of Digital Marketing on Small Businesses in Galicia"
- Graduated with honours

EXPERIENCE

Feb 2023- June 2023

ABANCA, A CORUÑA

Marketing internship

- Assisted in the development of digital campaigns for young customers.
- Analysed social media metrics and suggested improvements.
- Collaborated with graphic design and communications teams.

2021 - 2022

VOLUNTEER - LOCAL FOOD BANK

- Helped organise weekly collections and stock distribution
- Worked in a team of 10 volunteers

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

LANGUAGES

- Spanish (native speaker)
- Galician (native speaker)
- English B2
- French B1



Javier Rivera



+34 656456756



jrivera@gmail.com



Coruña Avenue, 1 Lugo, Spain



LinkedIn: linkedin.com/in/javierrivera

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Enthusiastic and resourceful Business Administration graduate with internship experience in marketing and project coordination. A team player with strong analytical skills and a proactive attitude.

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