

## PERSONAL INFORMATION

**Fernando Vázquez Lago**

 Rans, 33 Tameiga, 36416 Mos (Spain)

 651160225

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## JOB APPLIED FOR

**Administrative assistant**

## WORK EXPERIENCE

Jan 2020–Present

**Administrative assistant**

Clece, Vigo (Spain)

- Taxes: VAT and IRPF
- Electronic billing
- Paysheet
- Customer relations

## EDUCATION AND TRAINING

Sep 2019–Present

**Middle technician in administrative management**

IES Ricardo Mella, Vigo (Spain)

Accounting, purchase and sale operations, treasury operations, customer service, IT, English.

Jun 2019–Aug 2019

**Computer course**

Navuxil Academy, Porriño (Spain)

- Typing
- Microsoft Office package (Word, Excel and Powerpoint)

## PERSONAL SKILLS

Mother tongue(s)

Spanish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

Good written and oral communication skills

Organisational / managerial skills

Capacity for teamwork, organization and decision making.

Digital skills

- Good handling of Microsoft Office package (Word, Excel and PowerPoint)
- Internet, email