

# MARÍA LÓPEZ

UNIVERSITY STUDENT



✉ marial@gmail.com

☎ +34-656786906

📍 12 Rosalía Castro, A Coruña. Spain

🌐 LinkedIn: 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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# LAURA SOUTO



+34-666789090

Isouto@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)

## 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.

#### Rias 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



# LAURA SOUTO

## Administrative Assistant

### Profile

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Spanish (native speaker)



# Javier Rivera



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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



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jrivera@gmail.com



Coruña Avenue, 1 Lugo, Spain



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

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