



SARA GARCÍA

ABOUT ME

Administration and Finance student with the title of Director Assistance and with the ability to learn and apply my knowledge in the professional field. Looking for a job opportunity to develop my skills and gain experience.

FORMATION

HIGHER TECHNICIAN IN OFFICE
DIRECTOR ASSISTANCE
2021-2023

Centre d'estudis Politècnics, Barcelona

HIGHER TECHNICIAN IN ADMIN.
AND FINANCE 2023-2024

BACHILLERATO (GCE) SOCIAL-
HUMANISTIC


IES Vila de Gràcia, Barcelona

SKILLS

- ✓ Responsibility
- ✓ Concern for quality and order
- ✓ Leadership
- ✓ IT: knowledge of Word, Excel, PowerPoint
- ✓ Accounting knowledge
- ✓ Programs: Conta3, A3Innuva

 BARCELONA

 saragalo2003@gmail.com

 652567132

EXPERIENCE

Linkia fp (Director assistance)

03/2022 - 2023

- Task planning
- Phone calls
- Excel reports

Private teacher

2023 -

- Help the student prepare for the PAP
- Subjects taught: mathematics, Catalan and Spanish
- Lessons design

BPV ABOGADOS (Accountant)

2023 - 2024

- Post purchase-sale invoices
- Treasury control
- Post payroll

LANGUAGES



Spanish, Catalan
Native



English
Advanced-
intermediate



French
Beginner