Sara García

Administrative and Director Assistant



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

(In progress)
HIGHER TECHNICIAN IN
ADMINISTRATION AND FINANCE

Centre d'estudis Politècnics, Barcelona

(2023)

HIGHER TECHNICIAN IN OFFICE DIRECTOR ASSISTANCE

Centre d'estudis Politècnics, Barcelona

(2021)

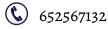
BACHILLERATO (GCE) SOCIAL-HUMANISTIC

IES Vila de Gràcia, Barcelona

Skills

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

Contact





Parcelona, 08014

Experience

(2022-2023)

Linkia FP

DIRECTOR ASSISTANCE

- Task planning
- Phone calls
- Excel reports

(2022-2024)

PRIVATE TEACHER

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

(2023-2024)

BPV Abogados

ACCOUNTANT

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

Languages

• Spanish, Catalan: Native

Beginner