

# 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

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

### Contact



652567132



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Barcelona, 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
- **English:** ● ● ● ● ● ● B2  
Advanced-intermediate
- **French:** ● ● ● ● ● ● A2  
Beginner