



JENNIFER VANEGAS

HIGHER TECHNICIAN IN OFFICE DIRECTOR ASSISTANCE

PROFESSIONAL SUMMARY

Commitment and ability to work as a team with great skills in customer service as I have experience in the sector.

SKILLS

- Flexibility and change Management
- Proactive Efficiency
- Professionalism
- Customer service
- People management
- Communicative
- Creativity
- Time management

LANGUAGES

Spanish: native language

English: B 1

French: A 2

EXPERIENCE

ADMINISTRATIVE ASSISTANT • IFPS ROGER DE LLÚRIA, BARCELONA
• CURRENTLY-01 04 2023

Customer service through different means of communication, performing administrative tasks, agenda management, database updating, archiving and organization of digital and physical documents.

SHIFT MANAGER • BURGER KING SPAIN SLU BARCELONA • 12 2016 - 02 2020

Communication with customers and resolution of incidents. Planning and assignment of tasks to the personnel in charge. Shift scheduling, verification and compliance with company procedures, supervision of a work team of more than 9 people.

SALESWOMAN • INDITEX SA, BARCELONA • 06 2016 - 11 2016

Problem solving, customer service and orientation, verification of delivery notes, updating of prices and organization of warehouse.

FORMATION

HIGHER TECHNICIAN IN OFFICE DIRECTOR ASSISTANCE • 25 05 2023 • CENTRE D'ESTUDIS POLITÈCNICS, BARCELONA

Training: 416 hours at the centre de treball (FCT – Pràctiques a l'empresa) Organization of the event "Inauguration of the Urquinaona center"

HUMANISTIC BACCALAUREATE • 26 05 2011 • INSTITUTO BISBE BERENGUER

The Humanities provide emotional intelligence, empathy, flexibility, creativity and reading comprehension.



YENNIFERYEN91@GMAIL.CO
M



605148759



[LINKEDIN.COM/IN/JENNIFER-
VANEGAS-SUAREZ-
6829A8274](https://www.linkedin.com/in/jennifer-vanegas-suarez-6829a8274)