

ANNA Fernández Monatañés



About me

I am a hardworking, highly motivated, student. I am excellent at meeting planning. My objective is to develop a career as an executive assistant.

Contact



+34 628 526 361



annafm591@gmail.com



Calle Venezuela 167
08019, Barcelona

Work experience

Training at Linkia FP | Barcelona

June 2021 - December 2021

- Management and administration of virtual classrooms
- Redaction of documents

Private teacher for kids

September 2019 - March 2020

Nanny

Summer 2017 and 2018

Qualities

- Empathy
- Organized
- Adaptable

Academic information

Higher Technician in Office Director Assistance

Centre d'Estudis Politecnics | September 2020 - May 2022

Labor Relations

Universitat Autònoma de Barcelona | September 2019 - 2020

Bachilletaro in Social Science

Centre d'Estudis Montseny | September 2017 - May 2019

Skills

- Ease of communication
- Good team work
- Event organization
- Contingency management

References

Masi Martínez | Teacher CEP
mmartinez@politecnics.barcelona

Computing

- Microsoft office.
- Google Drive
- Program A3 factura
- Office 365
- Social media management
- Web design
- Canva

Languages

Spanish and catalan:

Native

English:

High level

2 week study stay in Ireland | June 2016