

MAICA DE LA OSSA

higher technician in office director assistance

PROFILE

I have 24 year old girl with great aspirations as a person and at work. I have a facility for work in groups, to interact with other people. Lovers of knowledge of the world, reading and walks on the beach.



BARCELONA

MAICADELAOSSA@HOTMAIL.COM

663 777 516



EDUCATION

2019- 2021 • Higher Technician in Office Director Assistance

2018 - 2019 • Access test to a higher grade

SKILLS

ABILITY TO WORK UNDER PRESSURE

TEAMWORKING

PLANNING

PROACTIVITY

COMPETENCIES

CATALAN: NIVELL C1

ENGLISH: NIVELL B1

FRENCH: NIVELL A1

PROFESSIONAL EXPERIENCE

FCT - TRAINING IN TRAINING CENTERS TARRADELLAS ADVOCATS (PRACTICES)

- Telephone service.
- Supervised legal documents.
- Organization of the personal agenda and of the directiu.

KAVOFOODS S.L. -RECEPTIONIST / TELEPHONE OPERATOR

- Answer calls.
- Establishment supervision.
- Cash flow control.

CGREL MASNOU - RHYTHMIC GYMNASTIC NOV. 2019 - NOV. 2020

- Teaching and discipline girls.
- Update documentation for girls.

LA GIOCONDA - SALESWOMEN NOV. 2017 - GEN. 2020

- Telephone attention.
- Maintenance of the facilities.
- Management and control of orders/ returns

SOFTWARE: EXCEL, WORD, ACCES, POWERPOINT, CREATION WEB PAGES, GESCO3 AND CANVA

INTERESTS: CARNET B1, THE ANIMALS, THE LECTURE, THE TRIPS

MAICA DE LA OSSA

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maicadelaossa@hotmail.com

Barcelona



ABOUT ME

I am 24 years old girl with great aspirations as a person and at working. I have a facility for work in groups, to interact with other people. I'm an organized person hardworking and disciplined.

EDUCATION

2019- 2021 • Higher Technician in Office Director Assistance Barcelona

PROFESSIONAL EXPERIENCE

2020- Kavofood S.L. El Masnou

- Answer calls.
- Establishment supervision.
- Cash flow control.

2019- CGR El Masnou

- Teaching and discipline girls.
- Update documentation for girls.
- Organize a large group of girls and competitions.

2017- La Gioconda - El Masnou

- Deal with customers.
- Maintain order and hygiene of the store.
- Provide feedback and control the administration of the company.

SKILLS

Stress management		Catalan	C1
Team working		Spanish	C1
Organized		English	B1
Software		French	A1

INTERESTS



REFERENCES

Available on request