

Alba Bailón



Barcelona, 09/04/2003
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PERSONAL PROFILE

I am a recent graduate but hardworking, enthusiastic, self-motivated, reliable, and responsible person. I am a mature team worker and adaptable to all challenging situations.

Currently, I am doing a company internship at FCH Champagnat (Barcelona) in the accounting department, where my skills and experience are being developed.

TIC

- Canva
- Word
- Excel
- A3

LANGUAGES

Native language: Spanish

Bilingual: Catalan

Intermediate level: English

EDUCATION

From 09/2021 **Higuer Technician in Administration and finances**
Center d'Estudis Politècnics. Barcelona

09/2019 - 06/2021 **Social Baccalaureate**
Institute IES Maremar, El Masnou, Barcelona

WORK EXPERIENCE

12/08/2022 - 06/11/2022 : **Supermarket cashier** - Mercadona, Montgat Nord

- Cashier
- Storage
- Customer care and billing
- Assembly and cleaning
- Close the box
- Replenisher

06/2020 - 09/2020 : Ocata Pádel Masnou - **Waitress**

- Reservations and preparation of tables
- Room and bar service
- Charge customers
- Customer Support
- Storage of raw materials
- Assembly and cleaning.
- Cash collection and closing

08/2021 ; 04/07/2022 - 15/07/2022 : **Leisure Instructor**

- Encourage teamwork and cooperation
- Act in conflict resolution
- Facilitate interpersonal relationships
- Motivate and encourage
- Creativity in dynamic activities and games
- Ability to create activities considering the age of customers