

# ALEXANDRA RODRIGUEZ

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## **Profile**

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A young, responsible and an efficient Business Graduate, able to learn new skills quickly and face new challenges with determination

My main skills are adaptability, hard-working, self-confident and the determination to get a job done. Now seeking next challenging and rewarding opportunity within a successful organization.

## **Professional Experience**

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<b>Jan 2013- Actually:</b>	<b>Au pair</b>
<i>Duties:</i>	The main duty is taking care of two children (2&4) from 8 to 5 pm.
<i>Developed Skill:</i>	Ability to teach a language, big sense of responsibility and versatility.
<b>Sep 2010-Sep 2012:</b>	<b>Alter Consulting CB</b>
	<b>Administration Staff &amp; Accountant</b>
<i>Duties:</i>	Charged with managing payments, invoices, delivery notes, preparation of excel sheets, report writing, customer service, managing the telephone switchboard and accounting and report using different tools from Microsoft.
<i>Developed Skill:</i>	Communication, work under pressure, creative, good concentration and team player.
<b>Oct 2009-Jan 2010:</b>	<b>ASESORIA GALATEA SL</b>
	<b>Administration Staff &amp; Accountant. (Work Experience placement through the university)</b>
<i>Duties:</i>	<i>Customer service, managing the telephone switchboard, accounting and report using various tools from Microsoft.</i>
<i>Developed Skill:</i>	Communication, work under pressure, creative, good concentration and team player.

**Jun 2006- Sep 2010: Child minder**

*Duties:* Taking care two children (1&4) from 5 to 8 pm.

*Developed Skill:* Responsibility.

## Education

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**Jan 2010:** *Graduated in Business Science Degree at University of Valladolid, Spain*

## Other Relevant Information

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### Courses and Seminaris

- **2013 Cambridge ESOL Exam. Dublin, Ireland**  
*First Certificate in English (FCE)*
- **2013 AFIM (Online courses)**  
*Managements Skills (ongoing)*  
*Business English(ongoing)*  
*Excel-Advanced(ongoing)*  
*Contaplus (accounting software) (ongoing)*  
*Business Online & Business for entrepreneurial (ongoing)*
- **2009 Projects at University**  
Whole Cost Accounting Project of a Nursing Home

### Additional Skill

- **Full driving licence**
- **Languages:** Spanish (mother tongue), English (fluent).
- Completed computer courses on Microsoft Office and the Internet
- **Other Information:**
  - Full availability
  - Hobbies: jogging, reading, travelling, swimming, music, makeup.

**Character Reference:** Trevor Richmond, Principal St. Andrews's School, Malahide, Co. Dublin (0868337746)