



LAURA PÉREZ GUARDO

CONTACT

TELEPHONE:

605181450

E-MAIL:

laurabecome07@gmail.com

PERSONAL PROFILE

I am a person with a high sense of responsibility, organized and methodical. Very motivated in constant learning and self improvement.

High personal involvement in projects, both personal and professional.

INTEREST

Driving license: B

ACADEMIC TRAINING

Higher Technician in Office
Director Assistance in Centre
d'Estudis Politècnics
(Barcelona)

2020-2022

General Certificate of Education
in IES Vinyes Velles (Montornès
del Vallès)

2015-2017

GCSE in IES Vinyes Velles
(Montornès del Vallès)

2011 - 2015

CAREER

Waitress – Shop Assistant in Petrol Station
Sorligo, Superficies de Alimentación S.A.
(Granollers)

2020 (October - Currently)

Training as Office Director Assistance in University
of EUROAULA (Barcelona)

2021 (June- April)

Shop Assistant in Relay, Lagardere Travel Retail
(Aeropuerto del Prat)

2019 (May - December)

Babysitter (Montornès del Vallès)

2018-2019 (December - May)

Inma Clothing Shop Assistant (Montornès del Vallès)

May 2018

English Private Tutor

2017-2019

COMPLEMENTARY EXPERIENCE

Experience in delivery control

Use of the Sgel return program

Store replenisher

Use of the SAP program.

Café experience.

Customer service experience.

Support in coordination of Higher Level Training Cycles.

Support in coordination FOAP.

Support in the Marketing and Sales Department.

Support in Academic Secretary.

Support in University Management.

IT



LANGUAGES



A close-up portrait of a woman with long, straight, dark brown hair. She has a nose ring in her left nostril and is wearing a black top with a gold chain necklace. She is also wearing a grey and white plaid jacket. She is sitting in a black office chair, and the background is a plain, light-colored wall.

Higher Technician in Office Director Assistance



605.18.14.50

Montornés del Vallés

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Laura Pérez Guardo



VS

English Review Teacher [Montornès del Vallès]
2017 - 2019



IES Vinyes Velles - Montornès del Vallès

