



LARA TORRES

PERSONAL PROFILE

I consider myself a responsible, dynamic and organized person, in search of new proposals and challenges that help me grow in the professional field. I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

WORK EXPERIENCE

ADMINISTRATIVE SECRETARY/RECEPTION

SMART LIVING – BARCELONA

October 2021 – November 2022

- Customer reception
- Coordination events
- Email management.
- Management of collections / payments.
- Billing and CRM.

ADMINISTRATIVE SECRETARY

RAP (physiotherapy center) – BARCELONA

October 2020 – October 2021

- Reception of patients.
- Telephone attention.
- Management of shifts and appointments.
- Email management.
- Billing.

HOSTESS

February 2018 – February 2019

- Presentation and communication of the product of internationally recognized brands.
- Customer acquisition.

EDUCATIONAL HISTORY

- Higher Degree International Commerce IFP, in Barcelona (2021 / CURRENT)
- Technical degree in foreign trade at UNMDP (2017/2020)
- Unfinished career in Public Accountant, at UNMDP (2017/2019)
- Bachelor's degree in economics and social sciences
- English, level 4, Language Laboratory, UNMD.
- Certificate of Catalan studies (B2)
- Cost structure course for pymes
- Course prevention of occupational hazards
- Business management course for freelancers

CONTACT ME

- +34 603 711 910
- laritorresq22@gmail.com
- Carrer del Rosselló, 242
- CP: 08008, Barcelona
- Argentina/ Italiana

SKILLS SUMMARY

- Warm - Friendly and engaging personality
- Proactive attitude
- Good attitude, always up to help
- Career minded and professional at all times

LANGUAGES

- SPANISH (native)
- ENGLISH (fluent)
- CATALÀ (medium)
- ITALIAN (medium)
- FRENCH (basic)

OTHER INTEREST

- -PACK OFFICE
- -CUSTOMER SUPPORT
- -RRSS
- -TIMP