



Ms. SANDRA P.

PERSONAL SUMMARY

Recently graduated Student motivated to be able to work in the field of Labor Relations or HHRR as an INTERN. With my educational background and previous work, I am adept in analyzing and preparing documents, developing presentations, interacting with clients as well as co-workers and managers. This degree has taught me how to manage many aspects of the discipline, including legal, labour consultancy services; people management and staff selection and recruitment ; occupational hazard prevention; equality in the workplace; mediating between employers and employees; providing advice and carrying out administrative procedures related to labour matters involving social security; selecting and managing labour information and using people management techniques. I also have experience working and dealing with customer's service and performing administrative tasks in several times.

EDUCATION

2015-
Present

LABOR RELATIONS at UNIVERSITY OF BARCELONA
(Major in People Management)

Coursework in: Social Security Law; Negotiation Techniques ;Labor Law; Labor Union Law; Recruiting and Selection; Prevention of Labor Risks; Internal Communication; People Management and Strategic Management, Wage and Salary administration; Contract negotiation...

2018 -
Present

OSONA IDIOMES ACADEMY
English Teacher

Gurb, Barcelona

Prepared and implemented lesson plans covering required course topics. Played games with students to increase vocabulary and developed activities and integrated technology instruction.

6/2018 -
9/2018

VILABELLA BUSINESS CENTRE AND SERVICES
Administrative Assistant

Vic, Barcelona

Performing administrative tasks as drafting documents and correspondence, preparing reports, scheduling, providing telephone support and transcribing

6/2017 -
9/2017

SANTA CRUZ BEACH BOARDWALK -
Ride Operator and Public Relations

*Santa Cruz, California
(EEUU)*

Work & Travel program participant. Greeted and welcomed all guests with a smile. Developed departmental objectives, work schedules, budgets and policies. Provided services efficiently and with high level of accuracy

2015 -
2019

MANLI SL
Sales Assistant

Vic, Barcelona

Worked as a Sales assistant during Carnival and Christmas seasons (4 years experience). Processed cash, check and credit card payments. Addressed problems in a proactive and knowledgeable manner to maintain and enhance client satisfaction.

2015 -
2018

TENNIS VIC CLUB
Summer Camp Monitor

Gurb, Barcelona

Worked as a summer camp monitor every summer season (2015-2016-2018) Planned, implemented, monitored and assessed classroom programs.

WORK EXPERIENCE

SKILLS

- Experience living abroad and well adapted to new cultures
- Great Communication skills
- Administrative skills
- Good Organization
- Public Relations

LANGUAGES

- Catalan - Native
- Spanish - Native
- English - C1 Level