



# PAULA MORÓN FONTICOBÀ

Higher Technician in Business Administration and Finance

## WORK EXPERIENCE

### Administrative Technician

Hospital de la Santa Creu i Sant Pau (Barcelona) | 06/2021 - 09/2021

- Preparation of documents using ICT tools.
- Classification, registration and filing of documents.
- Processing of internal and/or external communications.
- Customer service by phone and e-mail.

### Food Quality Control Technician

Asturpesca S.L. (Avilés) | 08/2019 - 09/2019

Pescados Videla S.A. (El Prat de Llobregat) | 06/2017 - 05/2018

- Quality control of finished product.
- Periodic control of production process efficiency.
- APPCC control and documentary management.

### Pest Control Technician

Ibertrac S.L. (Barcelona) | 02/2015 - 06/2015

- Transport and preparation of pest control products.
- Application of DDD treatments.

### Saleswoman

ALI Multiempresas S.L. (Ferrol) | 12/2019 - 01/2020

Primark S.L.U. (Barcelona) | 10/2013 - 01/2014

El Corte Inglés S.A. (Barcelona) | 11/2008 - 06/2009

- Customer service, warehouse control and store replenishment.

## EDUCATION

### Higher Technician in Business Administration and Finance

Centre d'Estudis Politécnics | 2020 - 2022

### Higher Technician in Food Quality

INS Escola Hoteleria i Turisme de Barcelona | 2016 - 2018

### Higher Technician in Environmental Health

Institut la Guineueta | 2013 - 2015

### Scientific Baccalaureate

Col·legi Closa | 2006 - 2008

## ICT

**Microsoft Office:** Advanced

**A3Innuva:** Intermediate

**Adobe Premiere Pro:** Intermediate

**Social Media:** Advanced

## LANGUAGES

**Spanish y Catalan:**  
Native

**English:**  
Upper - intermediate level

## CAREER PROFILE

I am a hard worker, collaborative and eager to learn.

I am finishing my studies in business administration and finance, and I would like to continue developing my professional career in this sector.

## SKILLS

- Empathy
- Teamwork
- Leadership
- Proactivity
- Effective time management

## CONTACT DETAILS

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## OTHER DETAILS

- Year of birth: 1990.
- Driving car license.
- Own car.
- Full availability.