


PERSONAL INFORMATION


Diego Moratalla López



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 www.linkedin.com/in/diego-moratalla

 Google Hangouts Diego Moratalla

Sex Male | Date of birth 10/09/2002 | Nationality Spanish

STUDIES APPLIED FOR

Business Administration

EDUCATION AND TRAINING

12/09/2014–21/06/2018

Certificate in Secondary School

Col·legi Regina Carmeli, Rubí (Spain)

12/09/2018–Present

Business Administration

Col·legi Regina Carmeli, Rubí (Spain)

WORK EXPERIENCE

25/03/2019–21/10/2019

Administrative assistant

British House Languages, Rubí (Spain)

-Contact with materials

-Stock control

-Register students

-Inform teachers

-Answer the phone

-Archive

-Photocopies

10/10/2019–18/10/2019

Advertising distributor

British House Languages, Rubí (Spain)

PERSONAL SKILLS

Mother tongue(s)

Catalan Sign Language, Spanish Sign Language

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

-good in communication skills gained though my experience as receptionist

Organisational / managerial skills -good organizational skills gained as receptionist

Job-related skills -good command of stock and material control

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Basic user	Independent user	Independent user	Basic user

Digital skills - Self-assessment grid

-good command of photo editing

Other skills -Ease of communication
 -Computer science (medium)
 -Domain of the Microsoft Office package
 -Great passion for photography