

**- ANÓNIMO**

Dirección web: <http://Beatriz-Lazaro-Garcia.micvweb.com>

Ciudad: Algete CP: 28110(Madrid) País: España



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**EXPERIENCIA:**

9/1991 - 5/1994 Empresa: INTERTRANSMAR, S.A.

Sector Empresarial: Transporte y distribución

Area Profesional:Administración y Recursos Humanos

Descripción del puesto: Executive Assistant to General and Financial Manager

Wide support to both General Managers. Responsible for following of incidences, contract services with partner companies, documentations regarding exportation and importation of goods. Experience on deal with clients and suppliers

Ciudad: Madrid País: España

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6/1994 - 1/1999 Empresa: SEGUR IBERICA, S.A. (<http://www.gruposegur.com/>)

Sector Empresarial: Seguridad/Vigilancia

Area Profesional:Administración y Recursos Humanos

Descripción del puesto: Executive Assistant to General Manager – Madrid Spain

Wide support to the General Manager. Official translator of the company, both of documents and Emergency Plans, both as interpreter. Coordinate calendar events, meetings, and travel arrangements. Refined manner with all kind of people.

Ciudad: Madrid País: España

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1/1999 - 5/2006 Empresa: FCC CONSTRUCCIÓN, S.A. (<http://www.fcc.es/>)

Sector Empresarial: Construcción y Extracción

Area Profesional:Administración y Recursos Humanos

Descripción del puesto: Executive Assistant to Civil Works Department General Manager

Similar functions as the mentioned from above, with high level of elaboration of documents and coordination to prepare National Tenders. Coordinated calendar events, meetings, and travel arrangements. Agenda, calls and mails screening

Ciudad: Madrid País: España

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6/2006 - 9/2010 Empresa: FCC CONSTRUCCIÓN, S.A. (<http://www.fcc.es/>)

Sector Empresarial: Construcción y Extracción

Area Profesional:Administración y Recursos Humanos

Descripción del puesto: Executive Assistant to Tender International Department General Manager

Management of agenda, calls and emails screening. Organization of corporate events. Elaboration of confidential files in both languages. Perfect organization and schedule of trips. Use of English language more than 90 of my job.

Continuous contact with branch offices in more than 55 Countries and specially with international Customers. Collaboration, when necessary with the team of International Tender, to reach targets. Assist with greeting clients, Strict confidentiality

Ciudad: Madrid País: España

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10/2010 - 10/2014 Empresa: FOMENTO DE CONTRUCCIONES Y CONTRATAS, S.A. (<http://www.fcc.es/>)

Sector Empresarial: Construcción y Extracción

Area Profesional:Administraciones Públicas

Descripción del puesto: Personal Assistant to CIO. Information Systems & Technologies Division Manager

As indicated from above, increase CIO's productivity by handling a wide array of executive office tasks, working 24 x 7 to reach targets. Elaboration of confidential files, mail handling, supply ordering and record maintenance.

Management of agenda, calls and emails screening.

Organization of corporate events. Perfect organization and schedule of trips.

Interpreter in meetings. Direct communication with customers, suppliers and

international partners, acting as intermediary between them and the CIO.

Assist with greeting clients, Strict confidentiality.

Ciudad: Madrid País: España

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12/2014 - 2/2015 Empresa: NAVIERA EL CANO (<http://http://www.navieraelcano.com/>)

Sector Empresarial: Comercial

Area Profesional:Administración y Recursos Humanos

Descripción del puesto: Personal Assistant to CEO

Management of confidential files, mail handling, record maintenance both physically and computer support. Daily screening of agenda, calls and emails. Organization of all kind of events in and out of Spain. Perfect organization and schedule of trips. Interpreter in meetings.

Direct communication with customers, suppliers and international partners, acting as intermediary between them and the CEO.

Assist with greeting all kind of visits. Strict confidentiality.

Dedication to my job 24x7, teleworking, focused to reach targets, maximizing CEO's schedule of events, meetings and daily work.

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## **FORMACIÓN ACADÉMICA:**

6-1991Veterinaria

Diplomado

Ciencias de la Salud

3 años cursados.

Centro: FACULTAD DE VETERINARIA - UNIVERSIDAD COMPLUTENSE DE MADRID

Ciudad: Madrid (España)

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## **FORMACIÓN COMPLEMENTARIA:**

SECRETARIADO INTERNACIONAL

Administración y Dirección de Empresas

Centro de Estudios: CENTRO DE ESTUDIOS SUPERIORES MARIA REINA

Información adicional: Título de Secretariado Internacional, estudio de protocolo, personalidad e imagen, gestión profesional, presentaciones, practicas en empresas durante el curso. Duración del Curso 1 año lectivo.

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## **IDIOMAS:**

Idioma: Inglés Nivel: Nivel Profesional

Comentarios: Además del Título de Proficiency, cuento con los anteriores, CERTIFICATE IN ADVANCED ENGLISH AND FIRST CERTIFICATE IN ENGLISH.

El título ADVANCED ENGLISH, me habilita como PROFESIONAL DOCENTE DEL IDIOMA INGLÉS, en cualquier institución académica

Centro de Estudios: UNIVERSITY OF CAMBRIDGE

Título: PROCIENCY IN ENGLISH

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## **INFORMÁTICA:**

Idioma: Inglés Nivel: Nivel Profesional

Comentarios: Además del Título de Proficiency, cuento con los anteriores, CERTIFICATE IN ADVANCED ENGLISH AND FIRST CERTIFICATE IN ENGLISH.

El título ADVANCED ENGLISH, me habilita como PROFESIONAL DOCENTE DEL IDIOMA INGLÉS, en cualquier institución académica

Centro de Estudios: UNIVERSITY OF CAMBRIDGE

Título: PROCIENCY IN ENGLISH

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## **OBJETIVOS PROFESIONALES:**

At this moment I would like to collaborate with a company which demands the skills I describe in my Resume, with the intention of settle down and became a trustworthy team member. I am bound to keep on learning from my experience and offer you all my confidence, dedication and confidentiality. My experience has thought me how to assist with detail my supervisors in order to enable them to optimize their working times. I am suitable as to time and place, developing my job till it is well done, no matter the time. I am also willing to teleworking, and able for an immediately admission.

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## **LOGROS Y RESULTADOS:**

Prioritize my tasks, giving such support which allows my supervisor to optimize his management, reaching and increase over 80

Development of multi tasks of executive support, which optimizes my supervisor's productivity.

Creation of data bases, increasing productivity

Continuous checking of my supervisor's incoming mail, enable my supervisor to become more productive by handling a wide ar

Keep d all documents. Elaboration of dossiers before they are asked to me to be prepared. Quick capacity to learn management methods of each supervisor for a quick adaptation.

Refined manner with all kind of people, even in person either by phone, maximum education and excellent appearance.

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## **CUALIDADES:**

Amable, Analítico/a, Colaborador, Comprometido/a, Comunicativo/a, Creativo/a, Decidido/a, Determinado/a, Diligente, Eficiente, Enérgico/a, Entregado/a, Fiable, Flexible, Fuerte, Honesto/a, Imaginativo/a, Inteligente, Intuitivo/a, Meticuloso/a, Organizado/a, Perceptivo/a, Persistente, Preciso/a, Productivo/a, Responsable, Seguro/a, Servicial, Sociable, Tenaz, Trabajador/a

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## **INTERESES:**

Bailar, Baloncesto/Voleibol, Cantar/Tocar Instrumentos musicales, Cine/Películas, Cocinar, Jardinería, Naturaleza, Senderismo/Acampadas, Servicios Sociales Voluntarios, Viajar/Turismo, Yoga/Meditación

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**DISPONIBILIDAD:**

Estoy dispuesto a viajar

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, Estoy dispuesto a trabajar fuera de mi región

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**ENLACES WEB RELACIONADOS:**

Dirección web: <http://www.micvweb.com>\Beatriz-Lazaro-Garcia

Documentos Anexados: <https://micvweb.com/ficheros/1397571.DOC>

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Curriculum generado con <http://www.micvweb.com>

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