Javier Fernandez Plaza
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A student-athlete with great passion, determination and a desire to learn and be challenged.

EDUCATION

Alliance University **New York, USA**
Bachelor of Science in Business Administration December 2022
Concentration in Marketing, Management and Sports management
GPA: 3.1

BUSINESS EXPERIENCE / EXTRACURRICULAR ACTIVITIES

The Eatery, New York 09/2020-Present
As a kitchen assistant at sometimes helping to prepare some meals.
Supervising and restocking food during mealtimes.
And pizza preparation.

EL Basico , Madrid, Spain Summer 2020 and 2021
As a waiter and helping to clean in a restaurant.

Housekeeping Alliance University 2018-2021
Helping to keep the university clean by cleaning offices, corridors, classrooms, etc.

06/2022 - 08/2022
Futurbaño, S.L | Fuenlabrada, Madrid
Administrative
The role is to work during the summer months, as an Administrative Assistant, performing functions such as invoicing, telephone answering, etc...
- Attention to the public, including incidents and claims.
- The position will be responsible for the timely processing of documents taking into account their relevance and urgency.
urgency.
- Attention to customers in a friendly and professional manner by phone, email or in person.
email or in person.
- General assistance in office tasks, in accordance with the indications of the Fernandez Plaza management.

- Organization of physical and digital documents for easy access and updating.
- Processing of internal and external company documents or communications.

07/2021 - 08/2021

Club Deportivo Boadilla | Boadilla del Monte, Madrid Sports Monitor
As a sports monitor in the summer courses for children.
- Organization of children's work groups.
- Preparation of the trainings, of the groups of children in the summer campuses. summer camp.

Languages
Bilingual in Spanish and English.

SKILLS
- Organized
-Good work ethic
- Honesty
- Task planning
- Continuous learning
- Great work capacity
- Teamwork
- Professional ethics