

Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **Paloma Muñoz López de Gregorio**
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CP-23700 Linares (Jaén) (Spain)
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E-mail(s) palomamlg@gmail.com
Nationality Spanish
Gender Female

Work experience

Dates	January 2013 – January 2014
Occupation or position held	International Sales and Marketing Assistant
Main activities and responsibilities	Answer queries and establish and maintain contact with clients and possible clients, schedule commercial visits, actualization of agendas and the enterprise's intranet, leads management, keep up to date the enterprise's internal tools, realizing surveys, marketing and sales reports, complete market analysis and sales analysis, information searching.
Name and address of employer	YSEngineers, s.l. C/Alessandro Volta nº 2 Edificio Charanga Parque Tecnológico de Andalucía 29590, Málaga (Spain)
Type of business or sector	IT and Software development
Dates	January 2012 – December 2012
Occupation or position held	International Consultant
Main activities and responsibilities	Doing agendas to Andalusian enterprises and support to the employer during his stay on Czech Republic. Organizing enterprises meetings between Czech and Andalusian companies of different activities. Resolution of technical questions for different companies. Doing market researchs and store-checks. Realisation of informative guides, country files and sector notes. Supporting on trade fairs and other different events on the whole country.
Name and address of employer	Extenda- International Trade Office at Czech Republic Cermakova 7 120 00 Prague, (Czech Republic)
Type of business or sector	Public Sector, Consultancy
Dates	October 2010 – February 2011
Occupation or position held	Import/export manager
Main activities and responsibilities	Import enterprise product responsible, management of international clients, contact and negotiation with suppliers and foreign clients, contact with customs agents and other transport services companies.
Name and address of employer	Wicmoel s.l.u. C/Gutenberg 75-77 (Polígono Industrial Los Villares) 37184 Villares de la Reina (Salamanca, Spain)
Type of business or sector	Horse riding wholesaler

Dates	September 2010 – September 2010
Occupation or position held	Assistant in the International Trade Department in the Chamber of Commerce in Linares (Andalusia, Spain)
Main activities and responsibilities	Contact with Import-export enterprises, translation of different documents related with the international trade, organisation of a seminar of exportation between the other two Chambers of the province, etc.
Name and address of employer	Chamber of Commerce of Linares (Cámara de Comercio de Linares) C/Sagunto nº1 CP 23700 Linares (Jaén, Spain)
Type of business or sector	Business Trade
Dates	May 2010 – July 2010
Occupation or position held	Assistant in the International Relations Department of Bordeaux 2 University
Main activities and responsibilities	Contact with foreign Universities and students, doing dossiers and Placements Agreements between Universities, organizing the data base and other activities of administration and secretary (with a Leonardo da Vinci Scholarship).
Name and address of employer	Université Victor Segalen Bordeaux 2 146 rue Leo Saignat 33076 Bordeaux cedex (France)
Type of business or sector	Education
Education and training	
Dates	July 2011 – November 2011
Title of qualification awarded	International Sales Course
Name and type of organisation providing education and training	Industry Organization School (Escuela de Organización Industrial) Sevilla (Spain)
Dates	October 2009 - November 2010
Title of qualification awarded	Master in International Trade and Internationalisation of business
Name and type of organisation providing education and training	University of Cordoba (Universidad de Cordoba) (Faculty of Law and Economics and Business studies [Facultad de Derecho y Ciencias económicas y empresariales]) Plaza Puerta Nueva s/n, 14071 Cordoba (Spain)
Dates	September 2005 - June 2009
Title of qualification awarded	Bachelor of Arts in Translation and Interpretation
Name and type of organisation providing education and training	University of Cordoba (Universidad de Cordoba) (Faculty of Arts and Letters [Facultad de Filosofía y Letras]) Plaza del Cardenal Salazar s/n, 14071 Cordoba (Spain)
	University Sócrates-Erasmus Scholarship in the University Vincennes Saint-Denis Paris 8 2, rue de la Liberté 93526 Saint-Denis Cedex France.

Personal skills and competences

Mother tongue(s)

Spanish / Castilian

Other language(s)

Self-assessment

European level (*)

English

French

German

Czech

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

I am a dynamic person, with a pleasant manner, nice, proactive, with an initiative attitude, self-confident, that loves to learn and achieve the goals proposed in every aspect of life, able to adapt to different environments. Interested on reading, travelling, knowing other countries and cultures, sports, music, cooking, photography and theatre.

I assisted the Professor Manuel Marcos Aldon in research and documentation activities during the year 2006-2007. (Alumna colaboradora del Departamento de Traducción e Interpretación, Lenguas Romances, Estudios Semíticos y Documentación de la Universidad de Córdoba con el Profesor Doctor Dº Manuel Marcos Aldón).

I was dorm Resident Assistant during years 2005-2006 and 2007-2008 (Consejo Colegial del Colegio Mayor Poveda (C/ Vandalino 4 CP-14012 Córdoba ESPAÑA).

Organisational skills and competences

I am a very organized and efficient person, with a leadership and teamwork ability. I am able to organize people in their tasks and achieve objectives satisfactorily.

Computer skills and competences

Knowledge of Office programs: Word (advanced level), Excel (amateur level), Power Point (advanced level), Access (amateur level), Computer Assisted Programs (OmegaT, amateur level), Hubspot (amateur level), Salesforce (amateur level), Social Networks (Facebook, Twitter, Google+, Pinterest, etc. advanced level), MailChimp (amateur level), Hootsuite (amateur level), QuoteRoller (amateur level), HTML (amateur level), Photoshop (amateur level), photo retouch (amateur level) and the Internet

Driver License

Driver license type B.

Additional information

- Online Course of Online Marketing Consultant Expert in Social Media + SEO + Promotion Techniques + Video Marketing, Market Cursos, (in course)
- Online Course of Digital Photography, Nikon Digital School in collaboration with Photography and Design School IDEP in Barcelona (in course)
- Outreach Course of "e-Commerce", Paumar School (Centro Formativo Paumar), from 14 November to 24 December of 2013.
- Outreach Course "Caution and Credit Insurances (Seguros de crédito y caución)", Industry Organization School (Escuela de Organización Industrial), from 15 September to 31 December 2012.
- Outreach Course "International Management of Human Resources (Gestión Internacional de los Recursos Humanos)", Industry Organization School (Escuela de Organización Industrial), from 15 July to 31 December 2012.
- Outreach Course "Digital Culture (Cultura digital)", Industry Organization School (Escuela de Organización Industrial), from 15 June to 31 December 2012.
- Outreach Course "Finances to non Financiers (Finanzas para no financieros)", Industry Organization School (Escuela de Organización Industrial), from 15 May to 31 December 2012.
- Outreach Course "Accounting Apply to Middle and Small Enterprises (Contabilidad aplicada a las PYMES)", University of Cordoba and FUNDECOR, from 16 to 29 April 2012.

-Approval as PIPE (Internationalisation of the Spanish enterprise program) collaborator, Spanish Institute of International Trade (ICEX), from 1 to 10 de Mars 2011.

-Educational Outreach Course "New communicative and social abilities for university students: International Protocol (Nuevas habilidades comunicativas y sociales para el universitario en la inserción laboral: Protocolo Internacional)" University of Córdoba (Colegio Mayor Poveda), from 14 to 29 de November 2008.

-Educational Outreach Course "Specialized Scientific-technical English to improve the communication and the job finding in university students (Inglés Específico, perfil científico-técnico para mejorar la comunicación y la inserción laboral de los universitarios)" University de Córdoba (Colegio Mayor Poveda) from 15 October 2008 to 21 January 2008.