

Genoveva Sobradielaso Berlizo

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Mr. Marcos Rodriguez

DUFIRIRUNA S-L.

Denbigshire Platform Area - 56, Roger Frantership Road

BRISTOL HJ6 5DF

United Kingdom

Pamplona, 17 Nov 14

European Workplacement request

Dear Mr. Rodríguez,

My name is Genoveva Sobradielaso and I am 20 years old. I'm Spanish, from a northern region called Navarra and I'm studying Social Integration (Advanced Module) at the EE VET Centre.

As I have applied for a work placement Erasmus+ grant, I would like to do practical experience in the following fields:

- Social integration for disadvantaged people within risk of social exclusion or immigrants
- Assistance activities on residential units.
- Social integration activities with disabled or elderly people.
- Social integration activities with children with special needs.

I'm really interested in this experience because I would like to get practical experience in one of the fields related to my professional profile.

I would also like to get involved in a team to perform activities and tasks that may help me to grow on my personal and professional qualifications.

Preferably, and according to my personal interest, I would like to carry out tasks that involve disadvantaged people within risk of social exclusion.

I could contribute with help and new ideas on the organisation, development and assessment of the activities addressed.

Please find enclosed my CV and Supplement Europass, describing my profile and personal abilities

Yours sincerely,

Genoveva Sobradielaso Berlizo

PERSONAL INFORMATION

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Sex Female | Date of birth 5 Jul 89 | Nationality Spanish

JOB APPLIED FOR

COMMERCIAL MANAGEMENT AND MARKETING

WORK EXPERIENCE

1 Aug 05–30 Aug 06

Marketing / Export agent

Equipamientos Industriales, LERANSA, Pamplona (Spain)

Type of business: Manufacturing and commercialization of cleaning machinery

Tasks developed:

- Commercial assistant for the South African, Greek, Hungarian and U.S.A markets,
- Coordination and arrangement of international fairs and expositions, Commercial representative in foreign expositions and meetings
- Design of commercial catalogues and brochures, company's website updating.

1 Sep 06–30 Aug 07

Sales assistant

DUFIRSA, Huesca (Spain)

Type of Business: Food Industry – Ice-cream manufacture

Tasks developed:

- Control and manage sales.
- Promotion of products

EDUCATION AND TRAINING

1 Sep 03–30 Jun 05

Vocational Training in Commercial Management and Marketing

EQF level 2

CENTRO INTEGRADO LOPE DE VEGA
C/ EMILIO DOMEÑO, Nº 3, 31019 PAMPLONA (Spain)
www.cilopedevega.es

Commercial Management and Marketing

General Competences:

- Obtain and/or develop information on the markets, products, services, prices, distribution and communication.
- Manage action plans for the purchase, logistics, and sale of products and/or services, and supervising that such plans are executed in compliance with the instructions received and the applicable legislation.

1 Sep 01–30 Jun 03

A-levels

IES MARIANO SARRIGUREN
C/ Rozas de la lanera, nº 8, 31152 PAMPLONA (Spain)
www.iesmairanosarriguren.es

General Spanish language, Mathematics, Philosophy, English language, History, Basic Economics,

Science and Social Environment.

1 Sep 97–30 Jun 01

Secondary Education

IES MARIANO SARRIGUREN
C/ Rozas de la lanera, nº 8, 31152 PAMPLONA (Spain)
www.marianosarriguren.es

General:

Spanish language, English language, History, Sciences, Social Environment, Mathematics, Physics, Literature, Sports activities, Ethics

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B2	B1	B1	B2
Official Language School - Pamplona - B1					
French	A2	A2	A1	A1	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Good communication skills gained through my experience as sales manager
- Good contact skills with customers gained through my experience as sales marketing assistant
- Excellent coordination skills gained as international fair organiser

Organisational / managerial skills

- Good organisational skills gained as member of a hockey team : I have worked in various types of teams from research teams to national league hockey. For 2 years I coached my university hockey team
- Intercultural skills: I am experienced at working in a European dimension such as being a reporter at the CoE Budapest 'youth against violence seminar' and working with refugee.

Job-related skills

- Good command of quality control processes as responsible for quality management in sales departements
- Organisational skills as responsible for product promotion in a company.

Computer skills

- Good knowledge of the Microsoft Windows environment
- Microsoft programmes: Word, Excel and PowerPoint. Internet, e-mail, etc.
- Advanced level in specific programs such as Adobe Photoshop and TG Professional
- Photo editing software gained as an amateur photographer

Other skills

- Artistic Comptence: I play the piano and the flute
- I play theatre and I'm in charge of the Web page of the group
- Sports: Cycling. Amateur cyclist, participating in local and regional activities.

Driving licence

B1