

Loreto Recio Conde
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Objective Overview

I moved with my family to Texas a year ago and I am currently looking for job opportunities to grow within a company in the Dallas/Fort Worth area.

I have work experience in administrative tasks and retail sales in multi-lingual environments mainly in the areas of Commerce, Business Administration and Customer Service.

Originally from Spain, I have lived and worked in different countries (Spain, England, Germany, Sweden and Egypt) gaining experience in different cultures. I enjoy teamwork and taking on responsibilities and achieving goals.

Languages: English, Spanish, German, Swedish and French.

I consider myself a sociable, outgoing, communicative and well-organized person.

Academic Studies

2011-2013 Associate degree in International Commerce
Spanish Chamber of Commerce, Madrid, Spain

1992-1994 Associate degree in Business Administration. Bilingual Executive Assistant
I.T.E.C: Technical Institute of Business Studies, Salamanca, Spain

Languages Skills

Bilingual in Spanish / English. Good knowledge of German and Swedish. Some French and basic Arabic.

Work Experience

April-May 17 VILHAUER ENTERPRISES LLC Frisco, Dallas
Role: Administrative tasks
Project Management Department

2015-2016 COSTA VILLAS BLUE S.L. Jávea, Alicante
Role: Real Estate Agent
Display and market real property to possible buyers
Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
Administrative tasks
English and German translations

2008- 2010 PRIVATE HOMES Cairo, Egypt
Role: Private Spanish lessons for students

- Jan - Jun 08 SECTRA MEDICAL SYSTEMS S.L. Madrid, Spain**
Role: Bilingual Professional of administration and back-office support
Document management for public tenders and accounting
Cash and travel management
Support for project management and at sales fairs and exhibitions
Swedish and English translations
- 2004-2007 PRIVATE HOMES Stockholm, Sweden**
Role: Private Spanish lessons for students
- 1997-2002 BECARA S.L. Madrid, Spain**
Role: Retail sales Assistant in export department
Customer-care management and retail sales for German and English markets
Order and delivery management
Problem analysis and problem solving
Customer database updates
Public relations at national and international Fairs (Madrid and Frankfurt am Main)
- 1995- 1996 TENGELMANN Madrid, Spain**
Role: CEO's Executive Assistant
Schedule and office management
Documentation management and Data analysis
Travel arrangements
German and English translations
Public relations during retail inaugurations

Computer skills

IT courses:

2015: Trello y Team Box/ CRM/Google Docs./Wikis Blogs//Prezi/Hootsuite/Evernote

2010: SAP Spain, Madrid / SAP01_92 SAP Overview

Discovery Formación, Madrid
Advanced Office Automation 2003/2007

2004
Discovery Formación, Madrid
Microsoft Office and Windows XP