

PERSONAL INFORMATION

Anabel Costales Hidalgo



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Sex Female | Date of birth 05/11/1999 | Nationality Spanish

JOB APPLIED FOR

Administrative assistant

WORK EXPERIENCE

GPRC Pymestelecom, Sevilla (Spain)

- Sell with carism a product
- Working in a call center

EDUCATION AND TRAINING

2018–Present

Administrative Assistant

EQF level 5

IES Gustavo Adolfo Bécquer, Sevilla (Spain)

10/2015–06/2017

Bachillerato

IES Las Encinas, Valencina de la concepción (Spain)

PERSONAL SKILLS

Mother tongue(s)

Spanish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
Diploma de estudio de lengua inglesa (PET)					
French	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Thanks to my experience as a comercial I improve my empathy with people and my active listening.
- In every class that I have, I am better in communicating important information to my partners and working in groups is easier because it helps you to respect the opinion of everyone.

Job-related skills

- Proactive
- Assertive
- Efficient
- Puntual
- Decisive

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Proficient user	Basic user	Independent user	Independent user

Digital skills - Self-assessment grid