

## PERSONAL INFORMATION

**Yery Dajil Arauz Cruz****📍 Ciudad del Aljarafe, 41927 Mairena del aljarafe (Spain)****📞 609423633****✉️ yeryarauz1999@gmail.com****Sex** Male | **Date of birth** 18/06/1999 | **Nationality** Spanish

## PREFERRED JOB

**executive assistant**

## EDUCATION AND TRAINING

17/09/2018–Present

**technical executive assistant**

IES. Gustavo Adolfo Bécquer, sevilla (Spain)

## PERSONAL SKILLS

Mother tongue(s)

Spanish

Communication skills

- I don't know if I have a good communication because I never have had customer-facing work, but I'm a person patient and formal, so I can try to learn

Organisational / managerial skills

- good organisational skills gained as student

Job-related skills

-good command of Microsoft Office  
-organized and responsible  
-hard-working

Digital skills

## SELF-ASSESSMENT

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

Digital skills - Self-assessment grid

Driving licence

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