

# SILVIA SALVADO PASCUAL



*International Personal Assistant Service*

*www.internationalassistant.eu*

**cz** 420 602 276 400

**uk** 44 756 315 6293

## Languages

- **Spanish** Native
- **English** Proficiency level, Oxford first certificate in English
- **French** Intermediate
- **Catalan** Level C Degree

## Education

**2009 – Present, Advanced course on business management and administration**  
EAE, IL3, Universidad de Barcelona (Online)

**2007–2008, Advanced vocational training institutional relations and protocol**  
ESPRI, Universitat Pompeu Fabra, Barcelona **2002–2003, International executive assistant**  
**masters programme**  
INSA, Institut Superior d'Administració, Barcelona

## **Computer skills**

Strong knowledge of Microsoft Office, Windows, Internet, Outlook, etc.

## **Working experiences**

### **06/2006 – 03/2012, Rusell Reynolds Associates**

Executive Assistant

Leading multinational executive search firm

### **06/1995 – 06/2006, Areas**

Secretary to the general manager

Hospitality Sector Multinational

### **1992 – 1996, Palau de Plegamans, Barcelona**

Secretary to the sales department

Transportation and Customs