



## Esmeralda Gonzalez Luaces

International Executive Assistant

Madrid , Spain

| Translation

Now      GISP Group ApS

Previous      Several international companies,

JABONES PARDO,

RBA PUBLIVENTAS

Education      IESE E IES ALQADIR

- [es.linkedin.com/pub/esmeralda-gonzalez-luaces/48/493/495/en](https://es.linkedin.com/pub/esmeralda-gonzalez-luaces/48/493/495/en)

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## Short Summary

International executive assistant (Spanish, English and French) with wide experience in international assistance, agenda , files, travels and expenses management, translations, international reception, clients and visitors assistance, international calls management, customer assistance and administrative tasks for more than 5 years.

Technical translations

Organized, dynamic, initiative and attention to detail.

C1 certificates in English and French. Galician average level.

Chinese and Germany in project

# Experience

## **International Service Center**

### **GISP Group ApS**

Jan 2012 – Now Madrid, Spain

Service Center in a SAP environment. English work environment.

## **International receptionist**

### **Several international companies**

Sep 2012 – Feb de 2013 Madrid, Spain

I have involved in several international companies as international receptionist as follows:

- Reparalia
- OMD Mediagroup
- Randstad: several temporary replacements

International receptionist. English and French calls management. Switchboard Management  
Office manager.  
Several administrative tasks.  
Translations

## **International administrative/receptionist**

### **JABONES PARDO**

Apr 2012 – Aug de 2012 Madrid, Spain

Technical translations Spanish/English/French  
Woods reception  
Delivery notes management in Mycrossoft Dynamics AX  
Quality labels production in Mycrossoft Dynamics AX  
Phone management, vetting calls. International calls assistance  
Administrative tasks.

## **International manager assistant**

### **RBA PUBLIVENTAS**

May 2011 – Jul de 2011 Madrid, Spain

International assistant giving support to the general manager.  
Maternity leave

## **International executive assistant**

### **ANSALDO STS ESPAÑA**

Apr 2009 —Oct 2010, Madrid, Spain

Technical translations  
Assistant to general manager and her sales department. CEO international assistance  
Administrative tasks and building management.  
Office manager assistant.  
English and French work environment.

## **International manager and department assistant**

### Union Fenosa

Sept 2007 – Mar 2009 Madrid, Spain

International assistant in different departments of the top management.

Assistance to nuclear generation director and to nuclear department

Assistance to financial manager

Assistance to Human Resources department

Assistant to IT department

Administrative tasks

Vetting calls, meeting support, agenda, travelling management...

### International Administrator

#### SAMEDIA

Jan 2007 – Sep 2007 Madrid, Spain

Management of invoicing and delivery notes.

Customer service and contact with suppliers.

Take order from clients and commercial agents.

Sales department

Office manager with English and French.

Administrative support to the general manager.

## Languages

1. **English (C1 advanced certificate)**
2. **French (C1 advanced certificate)**
3. **Gallician**
4. **Spanish (native)**

## Skills

- Organization
- Windows xp
- Word
- Excel
- PowerPoint
- Access
- English
- French
- Internet
- Languages
- Microsoft Office
- Outlook
- Spanish
- dynamism
- Photoshop
- Wordfast and Wordfast Pro

# Education

## **IESE E IES ALOADIR**

High Technician in international manager assistance, Administrative Assistant and Secretarial Science, General

2009

## **CEA NATURE**

Master's degree in Naturopathy, Alternative and Complementary Medicine and Medical Systems

2007 – 2008

## **uam**

Diploma in PHYSICS, Astrophysics

1996 – 2002

## **Euroinnova**

Technician in Laboratory Analysis: Hematology

2012 – 2012

# Personal details

## 1. Interests

- [International assistance. Languages](#)

## 2. Personal details

BOD      14 de Sept de 1977

## Recomendaciones

## 1. International Service Center

GISP Group ApS

[Rakel MistyKali](#)

**Producción Manager in "METANOIA"**

If your company is looking for stability, reliability, and commitment, she is a very hard worker, She. Meet deadlines in a safe, being always available for anything you need in the company, very dedicated and detail in every task she perform. It is a pleasure to have this humane person nearby, a pleasure to work with her.

10 Mar 2013,