

## **PERSONAL INFORMATION**

Name: Maria Febrer Vidal  
Birth Date: 30/11/90  
Birth Place: Maó, Menorca. (Balearic Islands, Spain)  
Passport number: AAG526095  
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## **ACADEMIC STUDIES**

2013-2017 Graduate degree on East Asian Studies, specialization in Chinese by Universitat Autònoma de Barcelona. (Barcelona, Spain)  
2011-2013. Vocational School degree on Touristic Stablshments' Management. Escola d'hostaleria i Turisme de Girona. (Girona, Spain)  
2008-2009. First course on Humanities Studies. Universitat Pompeu Fabra (Barcelona, Spain)  
2008. Social Science Highschool Degree. IES Biel Martí (Ferrerries, Menorca, Spain).

## **OTHER COURSES**

2017. Chinese HSKK elementary certificate. (Madrid, Spain)  
2016. Chinese HSK5 certificate. (Suzhou, China)  
2016. 1 year Chinese Course in Soochow University. (Suzhou, China)  
2011. Japanese course *Konnichiwa I, II*. Escola Oficial d'Idiomes (Girona, Spain).  
2009. Advanced English Course Certificate. Education First (London, United Kingdom).  
2009. Certificate in Advanced English (B2). Escola Oficial d'Idiomes (Maó, Spain).  
2007. English Course Certificate. Education First (Plymouth, United Kingdom).

## **LANGUAGES AND I.T.**

Català: Native speaker.  
English: Advanced B2.2.  
Italian: High

French: Medium  
Chinese: medium-high. B2  
Korean: medium-high.

IT Knowladge (User level): Microsoft Word, Open Office, Excel, Power Point, Internet, social networks.  
Hotel Managemente software: Navision

## **PROFESSIONAL EXPIRIENCE**

April- June 2017. **Internship in Clic Asia.** (Barcelona, Spain)  
Functions: translating texts from Chinese and Korean to Spanish and English. Managing social networks, update webpage, administrate academy library.  
  
October 2016- April 2017. **Stewardess for Global Blue Spain** (Barcelona Airport, Spain)

Functions: inform Chinese and Korean passengers on how to complete the Tax refund process. Proceed to refund the taxes in the airport refund point. Work as a medium or translator between passengers and Spanish National Police – Guardia Civil- working in Airport Customs.

October 2015 - June 2016. **Personal English Tutor in Academy.** (Suzhou, China)

Functions: Teach English grammar and vocabulary to a 6 year old girl, practicing oral English with businessman, etc.

May - July 2013. **Intern in Reception and Bar departments in Equity Point Hostel** (London, United Kingdom)

Functions: welcoming guests, costumer service, giving information, sell snacks and other products. Serve coffee, tea and other beverages and snacks.

Summers 2010,2011, 2012, 2014. **Receptionist in Hotel and Apts Lord Nelson \*\*\***

(Sant Tomás, Migjorn Menorca).

Functions: check in, check out, customer service, giving information, manage bookings, telephone administration, etc.

## **OTHER SKILLS AND CHARACTERISTICS**

Full availability.

Driving license.

I am energetic, trustworthy and very hardworking.

I am truly looking forward to working with you,

Thanks for your attention.