



# HUGO DOMELO TOMÉ

## Administrative Assistant

### PERSONAL PROFILE

I am someone very active who likes to achieve every single one of his goals, but also loves helping others achieve theirs. I consider myself a fast learner, which quickly converts me into an effective worker for any company interested in having me abroad.

### CONTACT

#### PHONE:

622 024 856

#### E-MAIL:

domelohugo@gmail.com

#### ADDRESS:

42, Travessera de Dalt, Barcelona,  
08024

### HOBBIES

Football  
Listening to music  
Reading  
Video games  
TV shows and movies

### EDUCATION

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#### Centre d'Estudis Poltècnics Santa Anna

Higher technician in Business Administration and  
Finances

(Sept. 2020 – June 2022)

#### Centre d'Estudis Politècnics Urquinaona

Intermediate level technician in Administrative Management  
(Sept. 2017 – June 2020)

### WORK EXPERIENCE

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#### TAX MARINE & AVIATION SPAIN, S.L.U – Internship in Administrative Assistant

(Oct. 2021 – May 2022)

#### BROSA ABOGADOS Y ECONOMISTAS, S.L – Internship in Administrative Assistant

(Jan. 2020 – May 2020)

#### BAHYA SANCTUARY – Volunteer Work

(Jan 2014 – June 2015)

### SKILLS

Hardworking  
Patient  
Punctual  
Quick Learner

Spanish (Native)  
English (Fluent)  
Catalan (Fluent)  
French (DELF B2)