**** **CURRICULUM VITAE**

*PERSONAL DATA*

FIRST AND LAST NAME: Miriam Duran Morales

CIVIL STATUS: Live with couple, without children

DATE AND PLACE OF BIRTH: In July 30, 1986 in Girona

Phone: 972228393 Mobile Phone: 650404199

*ACADEMIC DATA*

STUDIES MADE: Primary Studies at the CEIP Silvestre Santaló (Salt). Compulsory Secondary Studies at the IES Salvador Espriu (Salt). OFFICIAL TITLES: ESO diploma. Adm. Accountant ESF

*PROFESSIONAL EXPERIENCE*

COMPANY: Terundar PLACE: Girona CARGO CARRIED OUT: Adm. Support DATE: 15/10 /06-28/02/07 DURATION: 4 and a half months.

COMPANY: Adoby Girona (Lloret Works and Channels, among others) PLACE: Girona CARGO CARRIED OUT: Adm. Support DATE: 15/03/07-31/10/07 DURATION: 7 and a half months.

COMPANY: Rodaments Girona LOCATION: Girona CARGO CARRIED OUT: Adm. Support and store attention DATE: 13/02/08-13/06/08 DURATION: 4 Months

COMPANY: Grupo Electro3000 Girona, S.L. PLACE: Girona CARGO CARRIED OUT: Adm. Support and sales manager DATE: 11/06/09-03/10/09 DURATION: 3 and a half months.

COMPANY: EULEN, S.A. PLACE: Girona CARGO CARRIED OUT: Aux of airport services DATE: 12/01/10-21/04/10 DURATION: 3 and a half months.

COMPANY: OPINOMETRE, S.L. PLACE: Girona and Salt CARGO CARRIED OUT: Statistical surveyor in Living conditions and habits of the population of Catalonia 2011 DATE: 07/09/11-14/12/2011 DURATION: 3 and a half months.

COMPANY: WONDERBOX BUSINESS SUPORT ESPAÑA, S.L. PLACE: Girona CARGO CARRIED OUT: Support and store attention DATE: 09/03/2012-02/02/2018

COMPANY: FREELANCE PLACE: Girona CARGO CARRIED OUT: Customer service and support and sales, LiveChat. Translations and proofreading in ​​English, Spanish and Catalan language pair. DATE: 26/04/2015-Current

*OTHER INTERESTING FACTS*

LANGUAGES: Catalan (native)spoken, written and read. Advanced level / Spanish (native)spoken, written and read. Advanced level / English spoken, written and read. High level

COURSES: Academic year 1998-2002 to intermediate level at Anglo School Salt / One-year typing course at the GAP academy / Academic Adm. Account 2005-2006 at the Salt Academy, subsidized by the Generalitat of Catalonia and European Social Fund, 250 hours / Beginner French course of 120 hours 2012

COMPUTING: Word, Access, Powerpoint, Outlook, Excel. Contaplus/Logic Control, SDL Trados