

PERSONAL INFORMATION



Carme Pla Alcaide

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Sex Female | Date of birth 17/10/1968 (Geneva) | Nationality Spanish

I started as Management Assistant (or Personal Assistant) in a manufacturing plant of an international company, *Tier one* in the automotive industry.

I received training and working experience to build a solid background not only as assistant but also in many aspects of international manufacturing and operations.

This set is complemented by online management and languages. My mother tongues are Catalan and Spanish. Other languages I use, sorted by proficiency level are English (C1), French (B2) and German (B1).

MANAGEMENT/PERSONAL
ASSISTANT
WITH SOLID INDUSTRIAL
BACKGROUND IN
INTERNATIONAL OPERATIONS

RESUME

2014-2015
Education

Certificate in Advanced English

Cambridge Advanced English Certificate corresponding to the level C1 of proficient user in the Common European Framework of Reference for Languages.

[University of Cambridge](#)

**French B2
German B1**

Certifications by the Spanish Official Language School. Levels corresponding to independent user in the Common European Framework of Reference for Languages.

[Spanish Official Language School](#)

2010-2014
Work

Executive Assistant Online Management

Management of Web, Blog, Facebook official page and online presence in general for a company in the education industry, as part of its marketing plan.

[Via Magna International School of Hospitality and Tourism](#)

2004-2006
Education

Specialist in Operations Management

Knowledge about Business Administration, Operations and Production Management, Quality Systems, Logistics and other management aspects.

[UOC \(Open University of Catalonia\)](#)

1995-2010
Work

Management Assistant

Assistant to the Manufacturing Plant Manager and Operations Director in an international company in the automotive industry.

Tasks included support in all aspects of general organization, focusing on administrative duties, projects and prioritizing daily information flow; manage email & business calendar on a daily basis; dealing with correspondence on behalf of Directors; prepare travel itineraries; handle urgent, sensitive and confidential matters; compile and produce reports, communications and PowerPoint presentations; among others.

Company training included courses such as Management Assistant, Internal Audits, ISO Systems, APQP, MFG-PRO, Six Sigma, among others.

[Lear Corporation](#)

1992-1995
Education
Higher Diploma in Business Management
Spanish Official Diploma
IES de l'Ebre, Spanish Official Institute

PERSONAL SKILLS

Mother tongue(s) Catalan, Spanish

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Cambridge English Certificate in Advanced English					
French	B2	B2	B2	B2	B2
EOI Official Certificate in Advanced French					
German	B1	B1	B1	B1	B1
EOI Certificate in Intermediate German					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills ▪ good communication skills in the context of industry and international business gained through my experience as management assistant

Organisational / managerial skills ▪ Good at prioritizing information flow, reporting and handling urgent, sensitive and confidential issues as management assistant to Directors.

Job-related skills ▪ Good command of ISO manufacturing quality systems (experience in internal process audits)
▪ Good knowledge of Six Sigma for manufacturing (experience as Green Belt designing a project internationally applied)
▪ Good knowledge of other systems in international operations, such as MFG-Pro, EFQM, ToC, etc.

Computer skills Excellent computer skills gained through my recent experience in online management.
▪ Good command of Microsoft Office™ tools
▪ Advanced Windows/Linux user
▪ Experience as Wordpress admin