



# LAIA TORT IGLESIAS



17/04/2003 (20 ans)



672 046 395



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## Profile

I consider myself a decisive, hard-working, respectful and sociable person.

I would like to work as an event organiser, tourist promoter or travel agent where I can do business in different areas of the company.



## Education

### Higher Technician in Tourism and Event Management

Centre d'Estudis Politècnics (Barcelona)

De 2021-Current

### Vocational Education Training (VET) in Adm Management

Andreu Nin Institute (El Vendrell)

From 2019-2021



## Languages

- Catalan Native
- Spanish Native
- English level B2
- French level A1



## Programs

- Mac/PC
- Office
- A3assessor
- Design web pages
- Photoshop CS
- Amadeus



## EXPERIENCE

From 03/11/2020 to  
05/06/2021

CYP Assesors,  
Vilafranca del Penedès

### ADMINISTRATIVE MANAGEMENT

- Select and search information for received instructions.
- Classification of documentation and information.
- Pay attention to customers in different communication channels.
- Post and scan invoices
- Do administrative tasks of support for managers or work teams.

## SKILLS

- Customer support
- Travel Design and Quote
- Tourism sector features
- Organize various event types
- Protocol
- Apply new tourism marketing strategies
- Teamwork
- Accounting
- Web Design