

**Loreto Recio Conde**  
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## Objective Overview

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I am currently looking for new challenging job opportunities.

My professional career is based on the performance of both administrative and commercial tasks in multi-lingual environments (English, Spanish, German and Swedish) mainly in the areas of Commerce, Business Administration and Customer Service.

Originally from Spain, I have lived and worked in different countries (Spain, England, Germany, Sweden and Egypt) gaining experience in different cultures. I enjoy teamwork and taking on responsibilities and achieving goals.

I consider myself a sociable, outgoing, communicative and well-organized person.

## Academic Studies

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### **2011-2013 Associate degree in International Commerce**

Spanish Chamber of Commerce, Madrid, Spain

### **1992-1994 Associate degree in Business Administration. Bilingual Executive Assistant**

I.T.E.C: Technical Institute of Business Studies, Salamanca, Spain

## Languages Skills

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My mother tongue is Spanish. I have good knowledge in English and German. Some Swedish and French. Basic Arabic.

## Work Experience

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<b>April-May 17</b>	<b>VILHAUER ENTERPRISES LLC</b> <i>Role: Administrative tasks</i> Project Management Department	<b>Frisco, Dallas</b>
<b>2015-2016</b>	<b>COSTA VILLAS BLUE S.L.</b> <i>Role: Real Estate Agent</i> Display and market real property to possible buyers Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms Administrative tasks English and German translations	<b>Jávea, Alicante</b>
<b>2008- 2010</b>	<b>PRIVATE HOMES</b> <i>Role: Private Spanish lessons for students</i>	<b>Cairo, Egypt</b>
<b>Jan- Jun 08</b>	<b>SECTRA MEDICAL SYSTEMS S.L.</b> <i>Role: Bilingual Professional of administration and back-office support</i> Document management for public tenders and accounting Cash and travel management Support for project management and at sales fairs and exhibitions Swedish and English translations	<b>Madrid, Spain</b>

<b>2004-2007</b>	<b>PRIVATE HOMES</b> <i>Role: Private Spanish lessons for students</i>	<b>Stockholm, Sweden</b>
<b>1997-2002</b>	<b>BECARA S.L.</b> <i>Role: Commercial Assistant in export department</i> Customer-care management for German and English markets Order and delivery management Problem analysis and problem solving Customer database updates Public relations at national and international Fairs (Madrid and Frankfurt am Main)	<b>Madrid, Spain</b>
<b>1995- 1996</b>	<b>TENGELMANN</b> <i>Role: CEO's Executive Assistant</i> Schedule and office management Documentation management and Data analysis Travel arrangements German and English translations Public relations during retail inaugurations	<b>Madrid, Spain</b>

#### Computer skills

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IT courses: 2015  
Trello y Team Box/ CRM/Google Docs./Wikis Blogs//Prezi/Hootsuite/Evernote

2010  
SAP Spain, Madrid  
SAP01\_92 SAP Overview

Discovery Formación, Madrid  
Advanced Office Automation 2003/2007

2004  
Discovery Formación, Madrid  
Microsoft Office and Windows XP