

CURRÍCULUM VITAE

DATOS PERSONALES

Name and Last Name: JAIR BARCALA

Date of Birth: 06/07/1987

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Phone: 696.56.96.12



Driving license B and own vehicle.

ACADEMIC TRAINING

- **Chiromassage Title.** Osasun Eskola (Bilbao) 2008
- **Superior Technician in Social Integration.** Bilbao Training, 2017-2019

Lenguages

- **Spanish**, high level
- **Basque**, high level.
- **English**, médium level.
- **French**, low level (A1)

Computing

- **Microsoft office, Excel, Internet, Redes Sociales**, user level.

PROFESSIONAL EXPERIENCE

- **Practices** in Askabide Association. Askarri Resource: Residential resource for women in social exclusion, 2019 (400h) March- June.
- **Receptionist** in Residence Vitalitas Sarriko LTD. 2013-2019 (currently working)
Gazteluondo Residence 2013
Residence Vitalitas Santa Teresa 2013

Realization of tasks: telephone attention, direct attention, attention by email, control of entrances and exits, rent charges, coordinate appointments with other departments, delivery of keys and correspondence, etc.

- Performing functions as **Administrative Assistant.**
- **Parking Agent** Euskalduna Palace, 4 months 2012
- **Gardening.** CESPAs company . Garden maintenance, cleaning etc ... In Sestao and in Bilbao Airport 2010-2012
- **Masseuse practices** in Qi Spa center 2008
- **Cleaning and Maintenance** in schools GARBIALDI company. temporary works 2008-2010
- **Hostess of Congresses** EULEN company in Euskalduna Palace, Arriaga Theater 2006-2007
- Various sporadic jobs as a waitress (BBK Live festival, txosnas ...) and childcare

OTHER DATA OF INTEREST

- Capacity for teamwork.
- Interest in learning and contributing.
- Communication skills and
- Workload management
- Empathy