



Jose Miguel Varela Fernández

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WORK EXPERIENCE

01/05/2016 – 30/06/2016 ARRECIFE, Spain

HUMAN RESOURCES ASSISTANT – IKEA (SARTON CANARIAS S.A. IKEA (SARTON CANARIAS S.A.)

Tasks and responsibilities:

- Supported the department head with all staff recruitment procedures.
- Collected and reviewed resumes.
- Conducted interviews with various candidates.
- Welcomed new hires, processed contracts, provided orientation, and explained work processes.
- Managed incidents and resolved conflicts.
- Proposed and implemented action plans.
- Maintained internal communication with different departments.
- Updated departmental records and tasks.
- Managed and calculated payroll.

27/05/2018 – 03/06/2022 Puerto Del Carmen, Spain

STORE MANAGER FUND GRUBE S.A.

Main duties and activities:

- Analyzed various KPIs set by company management.
- Achieved monthly sales targets.
- Managed store opening and closing.
- Optimized and managed company-provided resources.
- Processed cash transactions, returns, and product exchanges.
- Studied and trained in sales protocols.
- Provided customer service, ensuring adherence to internal sales guidelines.
- Managed and trained staff.
- Reviewed and implemented price changes for store inventory.
- Addressed customer requests, complaints, and claims, aiming to provide effective solutions.
- Created and published staff schedules.
- Planned staff holidays and leave.
- Oversaw merchandise reception and dispatch.
- Managed stock levels.
- Conducted and managed rotating inventories.
- Ensured attractive visual merchandising and marketing materials for customers.
- Coordinated and implemented store visuals and displays.
- Directed commercial campaigns like sales, Christmas, and Black Friday events.
- Managed administrative tasks related to delivery notes and shipping expenses.
- Maintained organized records of daily cash closures.
- Handled contractual documentation for store staff and forwarded it to the relevant departments.
- Communicated internally between different departments.
- Ensured cleanliness and order in the workplace.
- Coordinated product transfers with the sales department.
- Requested products from various suppliers.
- Oriented and trained the sales team to ensure efficient processes.
- Planned daily and monthly tasks for the team.
- Motivated and managed the sales team.
- Conducted monthly store meetings to review results and set new objectives.
- Resolved operational issues (furniture, IT, cleaning, etc.).
- Managed cash deposits and ensured safe handling.

01/10/2022 – 30/06/2023 Arrecife, Las Palmas, Spain

TECHNICAL EMPLOYMENT ADVISOR FUNDACIÓN ADSIS

Key responsibilities:

- Conducted welcome sessions, providing information, orientation, and advice.
- Supported socio-educational and technical training initiatives.
- Delivered career counseling and commercial intermediation.
- Organized awareness campaigns.
- Promoted self-employment initiatives.
- Managed job postings.
- Participated in resource coordination meetings and liaised with public administrations.
- Coordinated with various educational, social, and health resources for case interventions.
- Conducted individual or family interviews to develop tailored mentoring plans.
- Held collective and individual sessions to inform and advise individuals or families on socio-educational, health, and employment issues.
- Designed and executed events and conferences.
- Led training workshops and presentations.
- Provided social assistance, supported users with documentation processing, and managed aid applications.

Address 35500, Arrecife, Las Palmas, Spain

01/09/2023 – 01/09/2024 Santa Cruz de Tenerife, Spain

STORE MANAGER PANDORA JEWELLERY SPAIN

Responsibilities and developed skills:

- Managed and analyzed KPIs set by company management for the business unit.
- Achieved monthly objectives set by management.
- Supervised store opening and closing processes.
- Provided after-sales service for products and assortment.
- Studied and trained in sales protocols.
- Delivered customer service, ensuring adherence to internal sales protocols at all times.
- Managed and trained the team.
- Reviewed and implemented pricing changes for inventory.
- Created, organized, and published schedules.
- Planned staff vacations and leave.
- Supervised reception and dispatch of merchandise.
- Managed inventory levels.
- Conducted, supervised, and managed rotating inventories.
- Directed visual merchandising tasks, ensuring marketing communications (signage, displays, promotional materials, etc.) were visible and appealing to customers.
- Coordinated and implemented visual elements across the store.
- Focused on and executed retail campaigns such as Sales, Christmas, and Black Friday.
- Performed administrative and accounting tasks related to delivery notes and shipping expenses, ensuring organization and accuracy in daily cash closures.
- Managed store staff contracts and sent documentation to the relevant departments.
- Communicated internally with various departments (HR, Logistics, Sales, etc.).
- Maintained cleanliness and order in work areas.
- Conducted monthly meetings to review achievements and set goals for the next month.
- Resolved operational issues (furniture, IT, cleaning, etc.).
- Ensured compliance with safety procedures (cash handling, safes).

10/2022 – 06/2023 Arrecife, Spain

PRESCHOOL TEACHING ASSISTANT – FUNDACIÓN ADSIS FUNDACIÓN ADSIS

- Assisted in classrooms.
- Supervised classroom activities.
- Organized, developed, and implemented daily programming.
- Guided and supported students both in groups and individually.
- Provided assistance and attention to students requiring extraordinary care.
- Accompanied students on field trips.

01/10/2024 – 31/12/2024 Arrecife, Spain

TECHNICAL EMPLOYMENT ADVISOR FUNDACIÓN ADSIS

Key responsibilities:

- Conducted welcome sessions, providing information, orientation, and advice.

- Supported socio-educational and technical training initiatives.
- Delivered career counseling and commercial intermediation.
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01/10/2024 – 31/12/2024 Arrecife, Spain
WORKSHOP INSTRUCTOR-TEACHER FUNDACIÓN ADSIS

My duties and responsibilities are:
- designing workshops and giving talks for students in schools and high schools.
-Topics include emotional management, values, and conflict resolution.
-Also, job searching, resume creation, and career guidance.

● **LANGUAGE SKILLS**

Mother tongue(s): **ESPAÑOL**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
INGLÉS	B1	B2	B1	B1	B1
ITALIANO	C2	C2	C2	C2	C2
PORTUGUESE	A1	A1	A1	A1	A1
FRANCES	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **EDUCATION AND TRAINING**

01/09/2012 – 30/07/2016 Las Palmas de Gran Canaria, Spain
LAW DEGREE Universidad de Las Palmas de Gran Canaria

Address Edificio de Ciencias Jurídicas, Campus Universitario de Tafira, Modulo A, 35017, Las Palmas de Gran Canaria, Spain |
Website www.ulpgc.es

01/09/2023 – CURRENT Barcelona, Spain
MASTER'S IN LAW AND LEGAL PRACTICE Universitat Oberta de Catalunya

Website www.uoc.com

05/2023 – 06/2023 Las Palmas de Gran Canaria, Spain
TELECARE TRAINING Academia de Desarrollo Formativo

10/2024 – 10/2024 Las Palmas de Gran Canaria, Spain
EVALUATION OF TEACHING-LEARNING PROCESSES IN VOCATIONAL TRAINING Centro Internacional Politecnico

● **DIGITAL SKILLS**

Microsoft Excel | Microsoft Powerpoint | Google Drive | Outlook | Zoom | Microsoft Office | Microsoft Word | Google Docs | Gmail | Canvas | zoom, google meet | Easily learn new software | use to realize the job in a good atmosphere of team work | Ability to adapt and flexibility | Punctual, responsible and organized