

Anne Hacker

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Work experience

SOSAndorra 01/07/2013 — Present

Director

SOSAndorra is an Administration and Secretarial company offering administration support to the Business world and Private Clients. We offer relocation services, Agenda Management, Data input, Accountancy, Travel arrangements and much more....

Servissim S.L November 2002 — July 2013

Sales Advisor and Secretary to Director

My role was to support the Director of the Estate Agency, general administrative duties, sending emails, answering phone calls, Sales and Rental administration, Sale and Rental visits, Private client services (such as mail collection and re forwarding)

Cheers March 2001 — November 2002

Waitress

Waitress and Bar assistant whilst learning local languages (Catalan and Spanish)

Qualifications

NVQ Level 2

Education

High School

St. Johns

History - Skills Certificate English - English Language

Music

Typing - Pitman

Interests

I enjoy reading and music. My main interest is playing instruments and singing. I also enjoy skiing with my family,

References

References available upon request.

