

## **Work experience**

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### **03/2018 – Present    Management at University Carlos III de Madrid, International Relations Office**

Organization of International Events at UC3M;

Welcome Days: welcoming event for more than 1,000 foreign incoming students.

Management and coordination of the whole logistic and dissemination of the massive event Relations with other departments involved and the private sector. Welcome managed 3.

International Fair, main meeting point for Spanish and International students of the UC3M and celebration of cultural and linguistic diversity at the University. With more than 50 countries represented by students of the UC3M. More than 100 volunteers, 40 workers, and 15 interns participates in the Fair. Management, coordination of the complete logistics, and dissemination of the massive event. Relations with other Departments and the private sector involved. International Fairs managed 3.

Staff Weeks. Organization of the first Staff Week, dedicated to Open Science. Management and coordination of non-academic issues. November 2019.

Management of Double International Degrees: Negotiation and drafting of International Agreements. Content management on the institution's website on DD. Communication with professors, international institutions, students and other departments.

Welcome Centre: management of institutional invitations for international researchers visiting UC3M.

Contact with international networks. Other activities related to the post..

### **10/2016 – 03/2018    Master Degrees' manager at University Carlos III de Madrid.**

Coordination of the Master's Degree in Theatre Creation, Master in Political Analysis, Master in Cinema and Television writing and Master in 5G.

Coordination of timetables; former, current and new students; professors and extra-curriculum activities. Secretariat of the Masters: incomes, payment to professors, travel agendas and tickets. Students documentation and registration. Constant supervision of the budget. Cooperation with other department for new approaches and multi-masters' activities. Regular supervision of the lessons. Presentations of professors. Other activities related to the post.

### **03/2016 – 10/2016    REDIB. Universitarian papers content management**

Bilingual content manager at REDIB (Red Iberoamericana de Innovación y Conocimiento Científico) , web of scientific articles from Universities from over the world. Open Journal System, LATINDEX, DOAJ, oai. ORCID.

### **11/2015 – 01/2016    Cultural guide at Madrid Regional Library**

Exhibition supervision and guided visits to the exhibition: 100 years of Public Libraries in Madrid

**02/2014 – 12/2014 Eurodesk Spain/INJUVE /Erasmus +/ European Comission**  
Cultural Management/National Coordinator at Eurodesk Spain

Content Management of the Spanish European Youth Portal  
The link between the Spanish National Youth Institute and Brussels  
Coordination of the Spanish Network  
Working in coordination with EBL (Eurodesk Brussels Link) and other national partners.  
Planning, coordination and development of the National Assemblies.  
Conducting conferences, seminars and other activities of the network, both at national and international (prep-team member of the Brussels) level.  
Making statistics, reports and all kinds of materials supporting the network.  
Translation EN-ES of the Eurodesk Bulletin, layout and dissemination.  
Graphic design of promotional materials and support activities (Photoshop)  
Active participation in international assemblies (Brussels, Prague and Bologna) and other European seminars.

**04/2013 - 02/2014 Abana/ Spanish Patent and Trademark Office.** Coding and digitalization of Spanish Trademarks and Patents Office's records. DATACAP, translator es-en, Director secretary.

**07/2009 - 12/2012 Cultural Management at Spanish National Library, Department of Cultural Activities**  
Management and realization of guided visits to the BNE (ES and EN).  
Preparation of cultural activities and assistance to its development  
Newsletter management content as well as mass mailing and other dissemination.  
Administrative and archivist works.  
Photographs of events and other activities, retouching with Photoshop and dissemination.  
Proofreading  
Translations of letters and other documents into English.  
Support to the General Management Department

**10/2010 – 03/2011 RTVE / Abana** Web content management Web [www.rtve.es](http://www.rtve.es)

**06/2009 – 12/2009 Art Guide of XVIII Spanish art, Exhibition at Conde Duque Centre, Madrid**

**08/2005 – 11/ 2010 NewCo Madrid Barajas Airport.** Passengers and Traffic Assistant for Spanair, SAS, bmi and Aerolíneas Argentinas.

**06/2004 – 07/ 2004 CIDI** Spanish Group Leader

**09/2004 – 12/2004 Fundación de los Ferrocarriles Españoles** Art Works cataloguing.

**05/2004- 07/2004 Coordinator of the Erasmus Office at Complutense University, Madrid**

**09/2002 – 02/2003 Universidad Vrije, Amsterdam.** Professor assistant during my Erasmus in Spanish Civilization..

**10/2000 – 12/2001 Universidad Complutense** Library Assistant.

## Academic Education

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2015 - 2015 **European Union Expert. Diplomatic School of Spain.** 114 h  
 2007 - 2008 **Master Degree in Education.** Complutense University.  
 2005 - 2007 **Master Degree in Cultural Management in Europe.** University Nacional a Distancia.  
 University Rabelais//University Rennes//University Omuluc//University Calabria  
 2003 - 2004 **2 years of PhD in Modern Art.** Complutense University.  
 2002 – 2003 **Erasmus+** in History of Art. Vrije University.  
 1998 - 2003 **Licenciado/BA + MD in History of Art.** Complutense University

## Languages

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Mother tongue(s)	<b>Spanish</b>									
Self-assessment	<b>Understanding</b>					<b>Speaking</b>				
European level (*)	Listening		Reading		Spoken interaction		Spoken production			
English	C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	
Dutch; Flemish	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	
Portuguese	A2	Basic User	A2	Independent user	A2	Basic User	A2	Basic User	A2	
French	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A2	
(*) <a href="#"><i>Common European Framework of Reference (CEF) level</i></a>										

## Skills and competences

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A natural ability to express myself, to work with people from different nationalities and people -due to my years of experience working with public and Erasmus environments-.

Very good organizational skills, time managing and innovative thinking.

## Computer skills and competences

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Professional Knowledge of Office, Photoshop, Html and social networks due to daily using in different work and professional courses. Drupal, WordPress and Blogger. Also Sabre and other airlines programs.

## Recent Training

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2019 Internationalization. Erasmus+. Dare to Succeed / University of Timisoara.

2019 Communication abilities. Universidad Carlos III de Madrid.  
2018 Training in Innovation. Universidad Carlos III de Madrid.  
2018 Google suite. Universidad Carlos III de Madrid.  
2017 Creativity and Innovation. Universidad Carlos III.  
2015 Developing Cultural Intelligence for Leadership. Common Purpose  
2015 Intercultural Communication. Shanghai International Studies University (SISU)  
2015 Managing People: Engaging your workforce. University of Reading  
2014 www. Working with the web. Seminar on Online Journalism and Social Media. European Youth Centre, Budapest.  
2013 Executive Assistant. Formación 3.  
2013. Public speaking. Efficient. Hedima.  
2013 Wordpress for small and medium enterprises. FormarTe.  
2013 Proofreading and text corrector. Cálamo & Cran.  
2013 «Coaching and mentoring». Hedima.

## LinkedIn Recommendations

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### Glòria Pérez-Salmerón

**@GPSalmeron – President of IFLA. Former Director of the Spanish National Library.**

"Being Director of the National Library of Spain, in 2012 we celebrated the 300 birthday of this Institution with many different activities.

Azahara worked for the National Library in the Department of Cultural Activities throughout this special year and proved to be a trustworthy, effective and decisive worker. Discreet and attentive to all the details, he put all his energy into achieving the success of all activities. He also showed a good disposition for teamwork and people skills

I recommend it with pleasure, sure that they will be satisfied to have Azahara in their team"