



**BERNET  
PASCUAL**  
Alicia

## GENERAL ADMINISTRATION & HR

C/ Ocentejo 34.  
19.171 Cabanillas del Campo  
Guadalajara

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### COMPETENCES

- Responsibility and seriousness
- Teamwork skills and positive attitude
- Office package.
- Project Control Programs. Presto. Measurements and Budgets. (PRESTO)

### LANGUAGES

Spanish.



Ingeniería Aplicada al Proyecto  
Llaves en mano, s.l.

### ACADEMIC BACKGROUND

- Administrative Management Technician.  
Intermediate Degree Administration in 2003

### SUPPLEMENTARY EDUCATION

- PRL 60h
- Comprehensive guarantee Organic Law 10/2022
- Protocol for the prevention of workplace harassment

### PROFESSIONAL EXPERIENCE

#### Inaptk - Ingeniería Aplicada la Proyectos Llaves en Mano. S.L.

#### GENERAL ADMINISTRATION & HR

##### Development Sector ST 31 Guadalajara -2022-2023

Logistic Warehouse for Jesthisa Client Merlin  
Propiedades.

- Warehouse A of 48,800 m2 with 1,500m2 of offices and plot of 74,000 m2
- Warehouse B of 46,800 m2 with 1,500m2 of offices and plot of 74,000 m2

##### Development SI 20 \_ Guadalajara (2019) Logistic

Warehouse for Jesthisa Client Gazeley.

- Warehouse of 47.150m2 of logistic use with 1.500m2 of offices and plot of 69.000 m2

##### Development Sector SI 20 \_ Guadalajara (2017-2020)

Logistic Warehouse for Jesthisa Client Merlin

Propiedades

- Warehouse E of 19,000 m2 900 m2 of offices and plot of 29,000 m2
- Warehouse F of 49,000 m2 1,200 m2 of offices and plot of 75,000 m2

#### Zaragoza (2020-2021)

- Plastic injection warehouse for ACONTEBRO, Sphere

#### Fontanar (2023-present)

Multi-tenant logistics warehouse for Sports Street.

- Logistic warehouse 33.000 m2 and 1.000m2 of offices and plot of 45.000m2 urbanized.

#### Cambre, A Coruña (2021-2022)

Logistic Warehouse for Vectura. Amazon customer.

- Delivery Station (6.000 m2 of logistic use with 1.500m2 of office plot of 45.000 m2

### REFORMS

- Fontanar
- Vitoria
- Meco

### FUNCTIONS in Inaptk

- Administration of client contracts.
- Invoicing and document management
- Customer service.
- Revenue Management-
- Payments
- HR
- Company documentation control Treasury management

### OTHERS

OBRAS COMAN, SL 2008-2011.  
Administrative Head