3Economy+ CV template

These are the competences and skills I have developed in the **3economy+** Project[[1]](#footnote-1).

**CORE COMPETENCES**

**Competences in Economics (CE)**

|  |  |
| --- | --- |
| 1. Manage a company interpreting and/or understanding the information

 of its competitive location and identifying its strengths and weaknesses.1. Integrate into any functional area of a company organization and perform with ease any management work entrusted.
2. Plan and control the global management or of the diverse functional areas of the company.
3. Assess the situation and foreseeable evolution of a company and issue reports on specific situations of companies.
4. Know the new control instruments, software ERP (Enterprise Resource Planning), CRM (Customer Relationship Management) and BI (Business Intelligence)
5. Understand the fundamental elements of the national and international economics environment in which the company develops its.
6. Develop relevant economics and financial information for decision-making.
 | Not achieved (NA)Partially achieved (PA)Fairly achieved (FA)Remarkably achieved (RA) |

**Competences in Tourism (CT)**

|  |  |
| --- | --- |
| 1. Describe, synthesize the information and data related to tourism related topics
2. Create, manage and evaluate activities using appropriate techniques and procedures in tourism related topics
3. Complete a sustainable work which plans, designs, critically assesses and evaluates evidence in tourism related topics
4. Demonstrate communication skills related to tourism related topics
5. Demonstrate the numeracy skills required to manage budgets and analyse data related to tourism
6. Know about management, administrative and operational processes in the field of hotels, restaurants, transport, leisure and intermediation
7. Plan and manage the human resources of tourism organizations
8. Propose alternative and creative solutions to management, business planning and tourism products
9. Handle software programs for the management of hotels, restaurants, transportation intermediaries or agencies
10. Know how to adapt or work in international contexts
11. Have flexibility to adapt to schedules whose services are often considered 24/7
12. Know about assertiveness techniques in dealing with customers and solving problems
13. Have general knowledge of History, Culture, Traditions, Tourist Attractions, etc
 | Not achieved (NA)Partially achieved (PA)Fairly achieved (FA)Remarkably achieved (RA) |

**Competences in Marketing (CM)**

|  |  |
| --- | --- |
| 1. Design, implement and follow up business plans
2. Design strategic business plans
3. Make market analyst and research
4. Create marketing plans and innovation systems
5. Digital Marketing Manager (Digital Marketing Software: SEMrush, HubSpot, Google analytics)
6. Promote external and internal relations
7. Create advertising
8. Manage merchandising and promotions
9. Develop direct marketing plans
10. Develop product, service and brands
11. Manage products, service and brands
12. Manage CRM (Customer Relationship Management)
13. Manage sales team
 | Not achieved (NA)Partially achieved (PA)Fairly achieved (FA)Remarkably achieved (RA) |

**ADDITIONAL SKILLS**

**Language Skills (LS)**

|  |  |
| --- | --- |
| 1. *Speaking skills*:
* Produce a coherent and cohesive formal speech on EM&T appropriate to the context.
* Give a fluent spoken presentation on themes related to EM&T.
1. S*poken interaction*:
* Express on spontaneous conversations with people related to the context of EM&T respecting politeness rules and managing features of conversations.
* Understand and express shades of meaning in conversations.
* Use language flexibly for social and professional purposes.
1. Li*stening skills*:
* Understand extended natural speech of spoken discourse, even when it is not clearly structured, on topics related to EM&T.
* Understand broadcasted or natural spoken discourse, conferences, on topics related to EM&T.
1. R*eading skills*:
* Understand specialised written text related to the field of EM&T.
* Understand articles on EM&T.
1. W*riting skills*:
* Express in clear, well-structured texts related to EM&T, such as formal letters or emails, brochures, financial summaries, business projects, economic reports, etc.
* Fill in specific forms related to EM&T.
 | Not achieved (NA)Partially achieved (PA)Fairly achieved (FA)Remarkably achieved (RA) |

**Digital Skills (DS)**

Not achieved (NA)

Partially achieved (PA)

Fairly achieved (FA)

Remarkably achieved (RA)

|  |  |
| --- | --- |
| 1. Information processing:
* Use a variety of search engines to find information, which is compared and classify so as to use it efficiently.
1. Content creation:
* Produce digital content in different formats, using templates and basic formatting.
* Reference information and media so as to follow copyright conventions.
1. Digital communication:
* Manage different communication and collaboration tools.
* Use online services.
* Know the netiquette and is respectful in online communication.
1. Problem solving:
* Solve frequent problems in digital technologies.
* Regularly update digital skills.
 |  |

**Soft Skills (SS)**

Not achieved (NA)

Partially achieved (PA)

Fairly achieved (FA)

Remarkably achieved (RA)

|  |  |
| --- | --- |
| 1. Interpersonal abilities:
* Relate well to others.
* Build working relationships.
1. Self-motivation:
* Commit to personal or organisational goals and improve certain personal standards.
1. Initiative:
* Act on opportunities
1. Problem solving skills/creativity:
* Make logical and informed decisions to the best abilities
1. Critical thinking:
* Assess the evidence and identify spurious or illogical reasoning.
* Create strong arguments based on the evidences.
1. Flexibility:
* Get use to the changes.
* Take on projects outside of their scope and shift their schedule.
1. Leadership and management:
* Motivate and inspire others
* Provide a solid foundation for teamwork.
1. Teamwork:
* Work well with others while pursuing a common goal.
1. Self-criticism:
* Take and demonstrate proactive responsibility for their own learning
 |  |

1. Action KA203 - Strategic Partnerships for Higher Education. This project has been funded with support from the European Commission. This product reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project number: 2017-1-ES01-KA203-038141

This work is liscensed under a Creative Commons Attribution-ShareAlike 3.0 Unported License [↑](#footnote-ref-1)