



# PILAR DOMÍNGUEZ

Junior Front-end developer

## Phone

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## Email

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## Location

Madrid (Spain)

## About Me

Office Manager and Junior Front-end Developer with over 5 years of experience in employee and office management functions. I am currently looking for opportunities for an entry-level Front-end developer positions that allow me to expand my career.

Dedicated to driving efficiency and innovation in both administrative and technical realms!

## Skills

- Front-end development
- React.js
- Responsive development
- Bootstrap
- Office management
- UX Design
- HTML+ CSS, Javascript

## Tools

- VS Code
- Github
- Netlify
- Node.js
- Figma

## Languages

Spanish  
English  
Chinese

## Experience

### Office Manager

Jun- Dec 2023

#### Robert Walters

- Supervise office remodeling projects according to timelines and budget constraints
- Manage supplier relationships and control office budget to ensure compliance with company protocols
- Prepare and print travel documentation for the CEO and staff.
- Greeting clients, coordinating room bookings, and support arrangements for office events.

### Office Manager

2019 - 2023

#### MVGM Spain

- Point person for maintenance, mail purchases, supplies, and switchboard support.
- Organization and scheduling meetings, office events, and travel arrangements for office staff.
- CEO assistance support.
- Partnership with HR for maintenance and improving company policies and office procedures.
- IT European support for stock queries and helpdesk.

2017 - 2019

### Receptionist

#### JLL

- Greeting clients and guest on their arrival.
- Managing courier, business meetings and events assistance.
- Office organization and general workflow.

## Education

UX Design official certification

2024

Google Careers

Front-end development Certification  
SheCodes

2024

I- Introduction to coding | Web development | Advance web development | Introduction to AI Development | React Development | Advance React Development | Responsive development

Digital enabling technology operations

2024

High School Diploma

2008 - 2012