



CONTACT DATA

- Name.....: Jose Maria Escoda Cabrerizo
- Address.....: Avinguda Onze de Setembre, 61 2n 2a
- Town.....: Sant Boi de Llobregat
- ZIP code.....: 08830
- Phone.....: 607 64 67 90
- E-mail.....: jmescada@gmail.com
- LinkedIn.....: <https://www.linkedin.com/pub/jose-maria-escoda/1b/a15/422>

REGULATED EDUCATION

- High School and University Orientation Course in the year 1975.
- Some College (not degree) of Business Estudios at the "Escola Universitària d'Estudis Empresarials de la Universitat de Barcelona" (College of Business Studies of the University of Barcelona), years 1985 to 1987.

NON REGULATED EDUCATION

- Accounting Technician course at the "Escola d'Administració d'Empreses de Barcelona" (School of Business Administration of Barcelona), year 1983.

- Insurance Broker Title, awarded by the "Dirección General de Seguros" (General Directorate of Insurance) of "Ministerio de Hacienda" (Ministry of Finance), year 1987.
- English Language at Wall Street Institute up to level "Premier" in the classification of that school. TOEIC test done. (Test of English for International Communication) on January 4th 2001, achieving a score of 820 points out of a maximum of 990.

COMPUTER SKILLS

- Used to work with computer support and internet usage.
- Knowledge of Windows in its various versions, user level.
- Knowledge of Microsoft Office Suite and OpenOffice user level.
- Mastery of the programs Contaplus (accounting) and FacturaPlus (billing), Elite and Professional versions.
- Knowledge of other accounting and billing applications, Contawin, Wingest, Qfacwin etc.
- Building and launch (as well as their management and maintenance) of e-commerce on the servers Trilogi and Xopie.
- Social Networks building, launch and management (blogs, facebook, twitter, google+, etc.)

LANGUAGES

- Catalan spoken and written (mother tongue level).
- Spanish spoken and written (mother tongue level).
- English, good level in reading and writing and intermediate level in conversation.
- Some knowledge of French, basic level..

PROFESSIONAL EXPERIENCE

- From April 1st 2006 to December 31st 2014 as a self-employed freelance in several companies and various functions as detailed below:
 1. From April 1st 2006 to December 31st 2007 in Commercial Merori, SL, dedicated to computer supplies wholesale mainly, being in charge of the administration department as a head, the functions included preparation of financial statements, cash management, billing supervision, stock control, purchasing negotiations, management and verification of import documentation and monitoring them until be cleared and delivered to our warehouse, as well as coordination with external consultancy services for various outsourced services regarding tax and labor issues.
 2. From May 8th 2006 to December 31st 2014 in Commercial Adocse, SCP, a retail company initially dedicated to selling computer supplies, and later, with a total change of focus, trading other sort of products such as wine, cava or olive oil, amongst others. In this company I was the CEO, and also a partner of it, being in charge of all management functions, including amongst others preparation of financial statements, cash management, billing supervision, purchasing negotiations, as well as coordination with external consultancy services for various outsourced services regarding tax and labor issues. I also took on directly building the "on-line" store and several social networking accounts linked to the store and intended for its promotion (blog, facebook, twitter and google +).
 3. From February 1st 2011 to March 1st 2012 in Spainproducts, S.L. a company dedicated to selling products through e-commerce and a traditional shop, the function was to update and then manage their online store operating under spaingoods.com domain, an ecommerce specialized in selling typical spanish products, mainly wine and iberian ham, as well as creating various social networking accounts intended for its promotion (blog, twitter and facebook)..

- From February 2nd 2.000 to March 31st 2.006 at the company Even Gestion, S.A., dedicated to the design and manufacture of promotional marketing gadgets, being in charge of the administration department, reporting to the CFO, amongst the functions were included preparation of financial statements, management and verification of import orders documentation and also monitoring them (including formalities with customs broker and logistics service companies) until delivery of goods to customers, as well as coordination with external consulting services about several different outsourced issues regarding tax and labor issues. At the same time I had assigned the task of monitoring and final acceptance of the installation and start up of computer network and management applications as well as the corporate website, phone and email services, staying later as a contact person with the suppliers of these services in charge of managing incidents that arise and prepare requesting and supervise the implementation of modifications, extensions or adaptations that over time they needed.

- From January 1st 1.995 to September 5th 1.997 at the company Autoservicio Quelco, S.L. (the company which took over part of the business and personal of Autoservicio Camumar, S.C.P.), dedicated to the operation of the supermarket located inside the "Camping Toro Bravo" Viladecans (Barcelona), being in charge of the accounting department, cash management, stock control and products purchasing, as well as coordination with external consulting services about several different outsourced issues regarding tax and labor matters.

- From March 1st 1992 to December 31st 1994 at the company Autoservicio Camumar, S.C.P. dedicated to the operation of services of bars and restaurants, as well as the supermarket, located inside the "Camping Toro Bravo" Viladecans (Barcelona), being in charge of the accounting department, cash management, stock control and products purchasing, as well as coordination with external consulting services about several different outsourced issues regarding tax and labor matters.

- From October 1st 1987 to December 31st 1990 at the textile trading company "Moda Uno, S.A.", with premises located in Barcelona, C/. Nàpols, 113-115, being in charge of the Accounting department, cash management, billing, stock control and products purchasing, as well as coordination with external consulting services about several different outsourced issues regarding tax and labor matters.

- From February 1st 1988 to December 31st 1997 as a freelance broker devoted in insurance mediation (adapted to law 9/1992 with the code F-365), with non exclusive dedication.

- From July 11th 1974 to January 15th 1987 at the branch for Catalonia and the Balearic Islands of the insurance company (with headquarters in Valencia) "Union Levantina SA de Seguros y Reaseguros". After an apprenticeship period on auxiliary tasks several posts were held within the department of "Administracio-Comptabilitat" (Administration and Accountancy), at the portfolio section, being in charge of monitoring and claim of unpaid bills and in the last 8 years as a cashdesk responsible.