



Enric Rubiella Navarro

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VACANCY: EU-Japan Center Assistant

Bachelors' Degree in Philosophy and **Master Degree in International Relations and EU institutions**. Thesis: **'How to negotiate with the Japanese?'** Experienced in analysis of International relations and the private sector. Reports, research experience in international relations and all of sorts administrative tasks. Highly motivated to work in international relations between the EU and Japan. with high attention to details, critical writing and adaptable to quick changes. Working in Cultural, COVID and European Union funds. **Master of Global Asian Studies, specialized in Tourism** by the UAB. Final project: **'Japan's Diplomacy on highspeed trains'** Catalan, Spanish and English speaker, improving Japanese N4.

Senior Administrative A1

Jan 2021 - Currently

Department of culture. Cultural Initiative Support Office

- **Manage European Union and cultural grant paperwork submitted:** analysis and monitoring of paperwork, contact with the units of the Department and external evaluators, care and advice to applicants, etc.
- **Review and justification of the paperwork submitted**
- Request and claim administrative documentation to citizens
- Review and validation of the economic justification submitted, etc.)
- **Technically advise the beneficiaries and citizens on justification process**

Policy and consular assistant

INTERNATIONAL RELATIONS

Consular and Cultural Trainee

Ago 2017 – Jan 2018

Embassy of Spain in Japan

- Creation of the Cultural Bulletin and its management through Mailchimp
- **Customer service both by telephone and in person** (especially the elections to the Parliament of Catalonia 2017)
- Management of the Embassy's social networks, especially the website, Twitter and Facebook.
- **Creation of events at the Embassy** or other institutions as well as collaborating in their realization
- Reports on Japanese government policies
- **Help with documentation in the consular section (documents, Visa Work & holiday, etc.)** and helping with Spanish and catalan speakers.

Policy Analyst Trainee

Sept 2019 - Des 2019

Ministry of Foreign Affairs of Spain

- **Writing briefings and analysis of Candidate Countries to the European Union as well as Syria, Libya, Iraq, Iran or Pakistan to be used by the diplomatic staff.**
- Liaison Officer at the ASEM 2019 Summit in Madrid, liaising with the Minister of Foreign Affairs of Malta
- **Creation of two seminars: Diplomatic School of Spain and University Rey Juan Carlos about Serbia.**
- **Analysis of European foreign policy**
- Collaboration with other Undersecretaries of State

SKILLS

Problem solving: through all the different grants and beneficiaries and its legislation.

Citizen orientation: help people with the issues regarding the grants through mail, telephone or Teams.

Team work: coordination of the team through internet due to Covid pandemic. Coordination of new procedures

Time management: grants and procedures deadlines

Citizen service: telephone and in person for their assistance.

Initiative: project to change the image and impact on social media.

Research and attention to detail: research of events and information on the Spanish impact in Japan to transmit to the central services of the MAEC.

Research of information from different sources: books, telegrams or reports from international agencies. Critical thinking

Communication: adapt the language to different contexts

Negotiation: participation in diplomatic meetings

Planning: diplomats' agendas, meeting and seminar schedules, writing reports and telegrams.



LOGISTICS

Logistics Administrative Christeyns

Feb 2019 – Oct 2019

- **Customer service via Mail and telephone** (complaints, incidents and purchases)
- Coordination of the commercial and technical team throughout the Peninsula, especially in Catalonia, Valencia and the Balearic Islands
- **Manager of business Events:** trips, hotel and rooms booking and negotiation of special plans.
- Stock control and management in the MIASA warehouse.
- Control and resolution of transport incidents
- Management of shipments, delivery notes, invoicing and recovery through Navision
- Database documentation and database management archive

Outstanding project: standardization of the parcel company reducing costs and increasing productivity

Logistics Administrative April 2018 – Des 2018 Coty

- Registration of new products creating legal documentation
- **Customer service via Mail and telephone**
- Warehouse and transport management
- Database management
- Purchase management.

Chief of Station/Train Driver

TRANSPORTATION

Train Driver/ Chief of Station Transports Metropolitans de Barcelona

May 2020 – Oct 2020

- Train driver
- **Chief of Station and customer service**
- First aid and first-level incident resolutions (cash, turnstiles, elevators, etc.)

SKILLS

Time planning and management: purchasing and transportation processes, employees, warehouse and distribution.

Teamwork: delimitation of tasks by skills, as well as by work needs.

Resilience and problem solving: adaptation and resolution of incidents.

Communication: customer service, as well as with the different technicians and sales.

Multitasking: customer service, mail supplier's management.

Interdisciplinary: Registration and submission tasks.

Teamwork: division of labor by brands and priority.

Work organization: registration, ordering and invoicing tasks as well as coordination of technical and commercial teams.

Resolution of passenger, train and station incidents.

Stress tolerance in resolving multiple incidents.

Empathy and adaptability to the needs and requirements of the customers

ACADEMIC BACKGROUND

- **Bachelor's Degree in Philosophy**
University of Barcelona, 2016

Research Assistant: *The City of Bonfires. The fires of Sant Joan and children's popular culture in the streets of Barcelona.*

- **Master in Diplomacy and International Civil Service**
Center for International Studies, 2018

Master's Thesis: *How to Negotiate with the Japanese: A*

ADDITIONAL INFORMATION

- **125^o Course of the European Union (114 hours)**
Diplomatic School of Madrid, 2019

Final Project: *Towards a new free trade agreement EU-Japan*

- **The spirit of Japan: tradition and modernity (60h)**
University of Burgos, 2021

- **Human Rights Seminar (15 hours)**
Diplomatic School of Madrid, 2021



Sociocultural Perspective

- **Master in Global Studies on East Asia**
Autonomous University of Barcelona, 2021-2022

- Member at **Equip Europa: Ambassador's Schools**
- **Technology in China: the insider's perspective**
Casa Àsia, 2020
- **Cultural representations of sexuality**
Universitat Autònoma de Barcelona, 2016
- **Monetary Policy in the Asia Pacific**
Coursera, University of Science of Honk Kong, 2020
- **International Economy: the global economy in times of COVID (15hours)**
Diplomatic School of Madrid, 2021

LANGUAGES

- Catalan (C1 MERC Level)
- Spanish
- English (**C1 Aptis Certificate**)
- Japanese A2

Computer skills

- Office: Word, PowerPoint, Excel
- Access, Outlook, social media management
- Navision y Enginuity medium level
- MailChimp
- **ACTIC CERTIFICATE LEVEL 2**