

Carla Esteban Vinseiro

Contact

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Education

- 2023–2024
University of Limerick
Masters in Ritual Chant and Song
- 2018–2023
Universitat Autònoma de Barcelona
Bachelor in Musicology

Expertise

- Arts Administration
- Web Design
- Audio & Video Editing
- Event Management
- Volunteer Coordination
- Singing, medieval & modern
- (A detailed list of performances is available at request).

Hard Skills

- Adobe Creative Suite
- MS Office Suite
- Canva
- Reaper
- Wix
- SIERRA

Soft Skills

- Communication
- Marketing
- Leadership
- Sales
- Customer care
- Retail
- Attention to detail
- Time Management

About Me

I am organized, hard-working, energetic and enthusiastic. I thrive in structured environments and enjoy event coordination. Originally from Spain, I have lived in Limerick since 2022.

Work Experience

- 2025–Present
Adare Woolens
Sales Assistant
Customer Service & Sales responsibilities, including cash handling and using EPOS software.
Managing stock and merchandising.
Shop administration duties.
- 2024–2025
Covalen
Customer Operations Specialist
Call-centre environment, management of different banking queries over the phone.
Adherence to company policy and GDPR while on calls with customers.
- 2022–2024
Now and Then Media Ltd.
Event Management & Media Production
Video transcription using the software SONIX.
Video editing of various spots and teasers.
Administrative assistant & volunteer coordinator at Limerick Early Music Festival & H.I.P.S.T.E.R. (Historically Informed Performance Series, Teaching, Education, And Research)
- 2022–2023
Now and Then Media Ltd.
Internship
Video editing of various spots, reels and teasers.
Music festival organization assistant and volunteer coordinator at the Limerick Early Music Festival.
Organization of talks and workshops at H.I.P.S.T.E.R. Ireland.
Web design.
- 2017–2022
Benvil S.A.
Institutional Sales Management Assistant
Tagging, cataloguing, and indexing books following the national cataloguing and archiving rules.
Indexing and classifying company invoices and delivery notes.
Using SIERRA software to index books in the library system.
Customer and supplier order management, stockroom management.
Sales person in National Book Day and in Schools.

Languages

- Spanish
- English
- Catalan

References

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