

MARIA DEL MILAGRO MONTI

PROFILE

To join a tourism company or a hotel to develop my potential acquired through my tertiary education as a Tourism and Hospitality Technician (I am currently working on my thesis). I studied English at the William Shakespeare Institute and the CUI (University Language Center). I am continuing my English studies through online courses at the CUI. I am willing to relocate to another city or country.

RELEVANT EXPERIENCE

Municipalidad de San Isidro

2012-2012

- Intern at the Municipality of San Isidro
- Preparation of files for delinquent taxpayers
- Filing and data entry

WELFAS SA

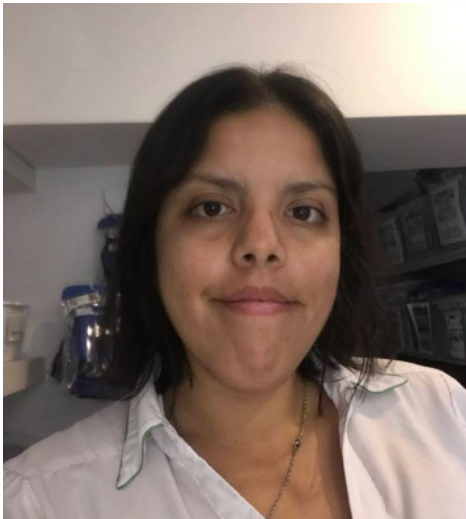
2015-2016

- Stock replenishment, customer checkout, and customer service.

ARTRO

RECEPCIONIST 2016-2022

- Restocking immobilization splints and the dressing room, patient reception and phone support, tracking consultations from the previous day, organizing consultation rooms, processing payments from private patients. Acting as a replacement for my supervisor when unavailable. Training new employees.



CONTACT

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LANGUAGE

ENGLISH

SPANISH

SPINE ORTOPEDIA

2020-2021

- Secretary at a medical office. My tasks included processing patient payments, organizing files, and scheduling appointments

ARTRO

COORDINATOR 2022-2024

- Patient reception and phone assistance, preparation of end-of-month billing, organization of the daily schedule for doctors and secretaries, training, acting as a replacement for my supervisor when unavailable, setting up consultation rooms, task delegation, and management of the traumatology department.

DEL NOMADE ECO HOTEL

RECEPCIONIST 2024- PRESENT

- Performed reception tasks, including check-in and check-out of guests, organized breakfasts and reservations. Issued invoices through the AFIP website. Managed room control, housekeeping department, administrative department, and acted as a housekeeper supervisor.

EDUCATION BACKGROUND

TOURISM AND HOSPITALITY

BELGRANO UNIVERSITY | May 2018 - DIC
2023

- TECHNICAL

REFERENCE

• VERONICA CAPELLO(ARTRO)
PHONE NUMBER: 11169081047

• LAURA BRANDT(DEL NOMADE)
PHONE NUMBER: 2494670156

• JUAN PABLO SAMBUCETTI (SPINE)
PHONE NUMBER 1159619746