

ABIGAIL M. PAXI PAREDES

TOURISM, HOTEL AND GASTRONOMIC BUSINESS ADMINISTRATION



La Paz, Bolivia



(+591) 73249753



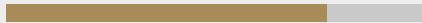
abby8paxi@gmail.com

ABOUT ME

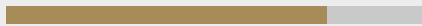
I have a degree in Tourism, Hotel and Gastronomic Business Administration having four and half years of experience in customer service and sales, as well three years of experience in the administrative and marketing area. I am a responsible person, creative and with initiative, I take on with pleasure the challenges and goals that may arise; with ease to work in a team and under conditions of high pressure.

SKILLS

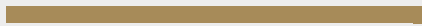
Microsoft Office



Adobe Creative Suite

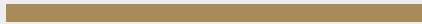


Pao Essay (Hotelier)

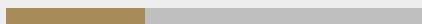


LANGUAGES

English



Portuguese



WORK EXPERIENCE

Altus Express Hotel
★★★★★ (Inversiones Drag SA.)
March 2025 – Present
La Paz, Bolivia

FRONT DESK MANAGER

I was promoted to Front Desk Manager at the Altus Hotel which is now part of Inversiones Drag SA company, I am on charge of hiring and training of the new personnel for the areas of Front desk, Housekeeping, A&B and Security. As part of my duties, I also made the quotation and purchase of all the equipment and materials needed for the new hotel.

In addition, I was assigned the tasks corresponding to the opening of the new Spa of the Stannum Hotel, where I carried out the recruitment of personnel, quotation and coordination for the construction of the new steam sauna inside the spa, purchase of equipment and materials needed for operation.

Stannum Boutique
Hotel & Spa
★★★★★(Inversiones Drag SA.)
July 2023 – February 2025
La Paz, Bolivia

RECEPCIONIST

My duties were the Check In and Check Out, room assignment, taking reservations, tourist information, travel coordination, sale of SPA services, check and reconfirmation of reservations, sale of additional hotel services such as transfers, meeting rooms, lunch packages and executive dinners, as well as handling petty cash, requisitions, etc.

(Also I was the trustworthy person of the front desk manager and performed her functions during vacations or medical leave).

Wonderful Bolivia
Travel Agency
November 2020 –
December 2022
La Paz, Bolivia

MARKETING MANAGER

My functions were managing the client portfolio, managing social networks, identifying competitors and potential markets, design of advertising strategies to achieve the company's goals,

HABILITIES

- Suggestive selling
 - Outstanding customer service
 - Problem solving and conflict resolution
 - Anticipating guest needs
 - Strong organizational skills
 - Attention to Detail
 - Cultural Awareness
 - Multitasking
-

REFERENCES

Carla Irigoyen (+591 73005823)
Front desk Manager at Stanum
Boutique Hotel & Spa

Laura Ayala (+591 79153773)
Operations Manager at Wonderful
Bolivia Travel Agency

Ximena Villa (+591 72323504)
Sales Manager at Luna Salada
Hotel (Dagro Inversiones
Hoteleras)

Rebeca Charca (+591 71919653)
General Manager at Designs P&P

Marcela Cuentas (+591 70643353)
Front Desk Manager at Casa
Grande Suites and Casa Grande
Hotel

Gicella Miranda (+591 2774600)
Front Desk Manager at Calacoto
Hotel

Luna Salada Hotel
★★★★★ (Dagro
Inversiones
Hoteleras)
July 2019 – July 2020
La Paz, Bolivia

Designs P&P
November 2017 – May
2019
La Paz, Bolivia

Casa Grande Suites
★★★★★
August 2016 – August
2017
La Paz, Bolivia

Casa Grande Hotel
★★★★★
January 2016 – April
2016
La Paz, Bolivia

Calacoto Hotel
★★★★★
August 2015 –
November 2015
La Paz, Bolivia

Etno Tours SRL
(Travel Agency)
July 2015
La Paz, Bolivia

supervising the production and distribution of
advertising material, agreements with content
creators, etc.

SALES COUNTER

My duties were the management of the client
portfolio, management of account statements by
client, follow-up of balances of each client, collect
of requested services and subsequent verification,
attention to special requirements, etc.

MARKETING AND SALES MANAGER

My functions were to identify competitors and
potential markets, supervise the production and
distribution of advertising material, follow up and
execution of contracts, formulation and execution
of the budget for projects, elaborate and execute the
annual operating plans, etc.

RECEPTIONIST

My responsibilities were Check In and Out, room
assignment, taking reservations, tourist
information work, night audit, providing
information about the hotel, handling petty cash,
requisitions, etc.

RECEPTIONIST

My functions were Check In and Out, room
assignment, taking reservations, tourist
information tasks, providing information about the
hotel, etc.

RECEPTIONIST

Here my duties were Check In and Out, room
assignment, handling with web intermediaries,
providing information about the hotel, telephone
operator etc.

SALES AGENT

My functions were organizing and selling tour
packages, creating a catalog of the services offered
by the travel agency, updating advertising media,
coordinating agreements with other tourism
companies (hotels, guides, transportation,
restaurants), etc.