



# Oriana López

*Graduated in Tourism*

## STUDIES

*February 2015- February 2022*

**Degree in Tourism with middle title in tour guide**  
*San Martin University*

## WORK EXPERIENCE

**Recepcionist Ibis Styles Buenos**

**Aires, Argentina. October 2021-**  
*present*

*Process of check in, check out of guests, take telephonic reservations, also thorough email and in personal contact, always using Opera system. Also, I do activities in relation with costumer service.*

**Commercial Advisor Latin Assistance,**  
**Buenos Aires, Argentina.**

*September 2020- May 2021*

*Contact with con potentials clients through email, cellphone, web and Whatsapp in order to advise and offer services of travel assistance.*

**Responsible of administrative management.**

**Cablepartsnet SRL, Buenos Aires, Argentina.**  
*August 2018- Agust 2020*

-Classify, register and file documents. -Use Holistor System and Excel to control accounts, load and preparing invoices, receipts notes of debit and credit, also budgets and IVA reports. -Contact with clientes and suppliers through email and social media. -Production of documents for bank activities and other suppliers.

I am a dynamic person, I get involved with every assignment bringing the best of me and looking for learn new capacities. I appreciate working in group and I would like to be part of an organization where contribute with my knowledge and also learn more through the institution. In my work experience, I have been an organized, communicative and responsible person.

## PERSONAL DETAILS

Birth date: 26 th.of December,1996

Adress: Tres de Febrero,  
Buenos Aires, Argentina

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## LANGUAGES AND COURSES

Advanced English

Basic Portuguese

Oratory course certificated

## INFORMATION TECHNOLOGY

Microsoft Power Point

MicrosoftExcel

Microsoft Word Canva  
and Clipdrop