

Federal Capital-Buenos Aires.

Dear Sir/Madam:

I sent you the details of my curriculum vitae to be convinced that I can meet the conditions of merit and capacity that you require for the job position requested. Taking into account that my interests lead in this same direction. I would appreciate it if you would consider the possibility of holding an interview in order to expand on all the necessary aspects of interest.

Without further ado and thank you in advance, I greet you:

Emanuel Campos.

Curriculum Vitae. Emanuel Campos.



PERSONAL INFORMATION:

Cell: (02954) 15595025.

Email: campoemanuel2608@gmail.com

Address: Sarmiento 1343. Buenos Aires

Date of birth: 08/26/1990

Marital status: single.

Children: no children.

Argentine nationality.

D.N.I. 34231961

PROFILE

Professional with 7 years of experience, specialist in service quality, with solid values, passion for work and a great commitment to service quality. With a medium level of the English language. I have great resource management skills with planning and organization to achieve established goals with leadership and professionalism. Ability to manage staff, coordinate and train work groups and establish lasting relationships with guests.

Aim

Looking for the opportunity to progress in a demanding position, with my Commitment, responsibility and seriousness, to establish and consolidate myself in a company that gives me job stability, apply my experiences, knowledge and develop professionally for the good performance of

the assigned functions, seeking to improve both for the benefit of the place, as well as its own. Always providing assistance with the corresponding work in a qualified manner, with initiative and autonomy.

Work experience

Hotel LihuelCalel:

In the concierge position, in a 3-star hotel, the activity to be developed is customer service, where there is not only a direct collision with the client, not only in person, but also by telephone, where an attempt is made to satisfy the client's need. customer from check-in to check-out. I also carried out audit tasks, such as controlling and closing boxes, creating a brief report to pass on to the next shift and leaving everything in order.

In addition, administrative and other tasks are carried out, such as billing and computerized hotel system controls.

Working time. From January 1, 2016, to November 1, 2018.

Reference telephone number. Sergio Vega. (General Manager): 02954 15583541

UNIT Hotel:

For a category hotel belonging to the ALVAREZ ARGUELLES hotel chain.

2018 – 2022: Hotel Unit - Santa Rosa de Álvarez Arguelles Hotels.

*Position: Head of reception.

*Function:

- -Organizational effectiveness.
- -OTA Internal Control. (Booking, Take Off, etc.)
- -Proactive supervision.
- -Training of new team members.
- -Management of complaints and conflict resolution.
- -General hotel billing.

*Position: Receptionist.

***Function:**

- -Sale of rooms and hotel services at the counter.
- -Receive guests.
- -Reception and management of groups, national and international.
- -Do Check in - Check out processes.
- -Night audit, day closures.
- -Generate and sell reservations by phone.
- -Cash management and collections.
- -Management of hotel software. (Venice. - own chain)
- -Good presence.

*Position: Bell boy.

*Function:

- -Receive guests and suitcases.

Reference telephone number: Daniela Giampaolli (HR): 2954570491. If possible, call in the afternoon.

Private Organization:

NGO Civil Association "Morning Light Community Center"

Legal Status IGJ Resolution No. 1104-04

E-mail: ongluzmatinal@gmail.com Tel. 2002-1665

Address: Pasco 1234 – Zip: 1251 San Cristóbal Commune N°3

Area: Social Action

Position: Volunteer various tasks

Period: March 2019 to present

5 star hotel: NH CITY

As possible by a consulting company.

- Reception.
- Reservation control.
- Customer service.
- Audit.
- Waiter/room service

Languages

English: intermediate/advanced level.

Other Skills:

Situation management skills.

Cash and posnet management.

Management of English.

Computing

Medium-high knowledge at the user level: Windows, Microsoft Word, Excel, Access, various programs, and the Internet.

Studies

Complete primary and secondary studies, at Escuela E.G.B. n°35, Justo José de Urquiza and Julio Neri Rubio private institute. (Lonquimay-La Pampa).

Course: Gastronomy and Haute cuisine. (Catholic University of Salta, in Santa Rosa-La Pampa).

Teaching staff in biological sciences. (Unfinished).

Knowledge and certified seminars

Introduction to first aid and CPR. (Dictated by THE RED CROSS).

Organization of successful events (Taught by FEHGRA).

Professional modules. Certified acquired knowledge:

- Organize and manage a small or medium-sized business operation.
- Carry out basic industrialization processes.
- Plan, manage and prepare budgets.

- Plan, manage, and prepare budgets based on total costs and the relationship between costs and income.
- Market.
- Development of basic knowledge on PC

Driver's license: A22 and B1.

Possibility of traveling. Yeah.

Other information of interest: Currently residing in Capital, but predisposed to settle in other cities, with easy possibilities of traveling for an interview. Always looking for personal growth, with intentions to learn more.