



JENNIFER BENTANCORT

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PROFESSIONAL PROFILE.

Professional with experience in administrative tasks, advanced management of computer tools and excellent organization. I seek to contribute effectively to the management of processes and the optimization of resources.

EDUCATION.

Bachiller con orientación contable.
Colegio De Las Victorias – Buenos Aires, Argentina. **Graduada en 2013.**

Languages.

- English: Intermediate (with 1 year of study at the British Cultural Lyceum).
- Spanish: Native

SKILLS.

- Advanced management of tools such as Microsoft Office and Google Workspace.
- Organization and prioritization of tasks.
- Preparation of reports and data analysis.
- Comprehensive management of Social Networks.

WORK EXPERIENCE.

Receptionist.

Osaka Restaurante – José Ignacio, Uruguay.

December 23, 2024 – January 12, 2025 (3 weeks, summer season).

- I managed reservations and seat assignment through the CoverManager program.
- Generated detailed reports and reports to optimize the restaurant operation.
- Provided personalized and quality attention to clients, ensuring a smooth and professional experience.

Spa Reception.

Hotel Luz y Fuerza (Grupo Roibas) – Mar del Plata, Argentina.

September 2024 – October 2024.

- Customer service, appointment coordination and booking management.
- I provided information about the spa services, ensuring a relaxing environment.

Secretary

Unión Obrera Metalúrgica – Buenos Aires, Argentina.

March 2024 (Eventual).

- Entry and verification of data from physical and electronic documents.
- Identified and corrected errors in the information entered, ensuring its accuracy.

Hostess.

Grand Beach Hotel – Miami, Florida

December 2023 – February 2024.

- Greeted and welcomed customers, assigned tables in an orderly and efficient manner.
- Coordinate the distribution of diners among the different sections of the restaurant.

Cashier.

OXXO Care Cleaners – Miami, Florida.

November 2022 – December 2023

- Customer service and reception of garments for dry cleaning.
- I recorded information in the system and provided advice on services.

Cashier.

The Empanada's – Miami, Florida

August 2021 – August 2022.

- I kept the checkout area and counter in optimal condition.
- Offered product recommendations and processed transactions efficiently.

Spa Recepción

CkBeauty (Spa & Beauty Center) – Miami, Florida

September 2022 – October 2022.

- Manage appointments and provide treatment information.
- Ensured a welcoming experience from the arrival of customers.

Hostess

The Marriott Hotel Restaurant – Miami, Florida.

July 2021 – August 2021

- I made reservations and assigned tables, ensuring an efficient flow of diners.

Hostess

The Oasis – Miami, Florida.

May 2021 – June 2021

- I managed reservations and table assignments, guaranteeing professional attention.

Hostess.

Cassa Tua Cucina – Miami, Florida.

March 2019 – May 2019

- Provided solutions and personalized assistance to customers, ensuring an exceptional dining experience.

Personal secretary.

PSP Energy - Argentina, Bs. As.

November 2018 - February 2019.

- Manage phone calls, incoming and outgoing emails professionally and efficiently, filtering and taking messages when necessary.
- Carry out banking and personal procedures.