

# **Jensy López Guzmán**

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[Jensy.567@gmail.com](mailto:Jensy.567@gmail.com)

## **Education**

Justice High School, Lafayette, CO  
High School Diploma    May 2017

Colorado School for Dental Assistants, Broomfield, CO  
Certified Dental Assistant    March 2017

## **Professional Experience**

### **Freelance Interpreter and tutor**

Matapalo, Costa Rica  
January 2016 – present

- Provide private Spanish Lessons
- Communicate between two people who speak different languages
- Educate students on local culture

### **Encanta La Vida Lodge**

Matapalo, Costa Rica  
August 2013 – October 2016

#### *Front Desk Receptionist*

- Responsible for check in – out guests
- Responsible for communicating with staff regarding guest needs

### **Everyday Adventure**

Matapalo, Costa Rica  
May 2010- November 2015

#### *Assistant Manager*

- Responsible for scheduling group tours
- Filled in as helper to the main guide
- Responsible for greeting the clients

**Agua Dulce Beach Resort**

Playa Platanares, Costa Rica  
January 2018 – June 2018

*Reception Manager*

- Responsible for all customer requests are fulfilled as best as possible
- Responsible for Front Desk Staff

**ADI Corcovado de Carate**

Puerto Jimenez, Costa Rica  
June 2018 – April 2019

*Reservation Department*

- Responsible of all reservations at Sirena Station
- Responsible to provide information about Corcovado National park
- Responsible to answering emails about Sirena Station

**El Remanso Rainforest Wildlife Lodge**

Matapalo, Costa Rica  
December 2019 – January 2021

*Front Desk Receptionist*

- Responsible for check in – out guest
- Responsible for scheduling tours for guest
- Responsible for all customers request are fulfilled as best as possible

**ADI Corcovado de Carate**

Parque Nacional Corcovado, Costa Rica  
January 2021 – September 2021

*Coordinator of Sirena Ranger Station*

- Responsible for all Staff in the station
- Responsible for staff schedule
- Responsible for all customer requests are fulfilled as best as possible
- Responsible for Tienda de la Naturaleza ( Cashier)
- Responsible to check in all New products for the store

## **Hotel Montaña de Fuego**

La Fortuna de San Carlos, Costa Rica  
November 2021 –Nov 2023

### *Front Desk Receptionist*

- Responsible for check in – out guest
- Responsible for scheduling tours for guest
- Responsible for all customers request are fulfilled as best as possible
- Responsible for communicating with staff regarding guest needs

## **Assests and Skills**

- Fluent in Spanish and English
- Valedictorian of High School class
- National Honor Society graduate
- Certified by INA in Advanced English
- Sistema SIMPLE
- Inngenius
- Monolith
- Experience in Store Cashier

## **Professional References**

Terry Huisman  
HuismanPruter@gmail.com  
Everyday Adventure  
Matapalo, Costa Rica  
415.933.7517

Adrian Morales  
ADI CORCOVADO de Carate  
Puerto Jimenez, Costa Rica  
8393 8602

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Matapalo, Costa Rica  
8367 6093

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