

# Martina Coll Aristizábal

## B.A. in Tourism

*Analytical skills, problem-solving, teamwork, and punctuality.*

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City: San Martin, Buenos Aires

## EXPERIENCE

Staff Member - International Tourism Congress by ANET - Professional Internship

National University of San Martin, October 3, 2024

- Reception and guidance of students and congress participants
- Assistance with venue orientation

Full-Day Tour Planning - La Plata - Academic Project

National University of San Martin, June 9, 2024

- Itinerary design
- Voucher creation per passenger
- Constant communication with suppliers and drivers

Hotel Project Planning - Academic Project

National University of San Martin, Aug-Nov 2023

- Website creation
- Hotel organization chart production
- Destination analysis development

Medical Office Secretary

Oct 2022 - Sept 2024

- Patient reception
- Schedule management
- Communication with patients

## **EDUCATION**

High School with a focus on Social Sciences - Sagrado Corazon de Jesus (2013-2018)

Bachelor's Degree in Tourism - National University of San Martin (2021-Present)

## **SKILLS & TOOLS**

- English - Advanced
- Portuguese - Basic
- Microsoft Office Suite - Advanced
- GDS Amadeus - Basic
- Adaptability and quick learning
- Attention to detail
- Teamwork
- Effective communication
- Punctuality
- Responsibility and commitment