



# Alessandra Costa Marangoni

Enthusiastic and customer-focused receptionist with over 3 years of experience providing outstanding front desk service in luxury wellness environments. Adept at multitasking, problem-solving, exceptional communication and interpersonal skills to ensure strong relationships with clients and team members, always providing to the client a wonderful guest experience.



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Jundiai, Brazil



instagram.com/@sou.a.ale

## PERSONAL DATA

Passaport - valid until  
May, 2035

STCW in progress

Covid Vaccine - 02 doses

Yellow Fever - done

## LANGUAGES

Portuguese  
*Mother Tongue*

English  
C2

Spanish  
C2

Italian  
A1

French  
A1

## INTERESTS

Receptionist / Hostess

Shop Specialist

Travel Agent / Tour  
Expert

## WORK EXPERIENCE

### Hostess, Receptionist and Secretary (freelancer) Studio Livia Morandini

01/2023 - 03/2025

#### Tasks

- Skilled in managing client appointments, maintaining a calm and welcoming atmosphere, and supporting daily spa/beauty salon operations. Resolved customer inquiries and ensured satisfaction event logistics, and provided support as necessary. Hands-on, great communication skills, being kind and empathetic with clients in order to offer the best experience ever.

Contact : Julia Morandini - +5511973538989

### Sales Associate (Self Employed)

03/2022 - 05/2025

#### Tasks

- Provided personalized customer service in fragrance, cosmetics, and luxury product sales. Resolved customer concerns promptly while maintaining brand loyalty. Maintained after-sales relationships and proactively suggested new products.

Contact : Raul Skoldberg - +5511998402311

### Travel Agent (freelancer) Itaiubá Turismo

02/2022 - 02/2025

#### Tasks

- Dynamic and personable travel agent skilled in tailoring itineraries to meet diverse client needs, from leisure getaways to complex business trips. Adept at managing bookings, resolving challenges swiftly, and staying current with travel trends and destination knowledge to provide more than tours but unforgettable memories. Attending clients tailoring itineraries to meet diverse needs, from simple one day tours, group excursions, leisure getaways to complex business trips, providing travel consultation and all package planning and support.

Contact : Guilherme Padilha - +5519992016125

### Executive Assistant Beumer Latinoamericana Equipamentos Ltda.

03/2012 - 03/2015

#### Achievements/Tasks

- Executive Assistant for the Director and the Sales Team performing duties as assigned. Responsible for travel arrangements, dealing with administrative services as necessary.

Contact : José Arsénio - +5511975692112

## EDUCATION

### Bachelor's Degree in Language and Literature UNIP

02/2001 - 02/2005