

Malena Reynoso

| | | |
|-------------------------|---|----------------------------|
| ABOUT ME | Administrative assistant with extensive experience in customer service. Strong decision-making skills and the ability to manage multiple tasks simultaneously. Effective performance in both independent and team environments. | |
| CONTACT | Phone: +541176172839 Email: malenareynosog@gmail.com | |
| PROFESSIONAL EXPERIENCE | Administrative assistant 2024-2025 TamaDive, diving center <ul style="list-style-type: none">• Agenda management• Administrative tasks• Reservations agent• Sale of tours• Billings Front Desk 2023-2024 Witch´s Rock Surf Camp Hotel <ul style="list-style-type: none">• Customer service• Management of reservation system• Personalised attention to hotel guests• Sale of tours• Billings Executive secretary 2019-2023 VIALERG S.A. <ul style="list-style-type: none">• Personal and telephone reception of costumers• Document and agenda management• Assistance to the CEO• Banking procedures• Administrative tasks | |
| EDUCATION | ISEC 2017-2019 Journalism EAO 2002-2010 Bachelor of Social sciences | |
| LANGUAGES | Spanish Native | English Advanced |