

# Rebeca Pacheco Salmon



## EDUCATION

**2017-2020**

Bachelor of International Tourism and Hospitality by  
*Universidad Tecnológica de Mexico (UNITEC)*

## WORK EXPERIENCE

**Feb 2021 – Mar 2023** *Municipio de Querétaro*  
**Querétaro, Mexico** **Executive Assistant**

- Purchasing; Requisitions, purchase orders, quotes with vendors
- Accounting clerk; Accounts payable and receivable, general accounting, cash.

**Dec 2019- Dec 2020** *Secretaria del Desarrollo Sostenible*  
**Querétaro, Mexico** **Internship**

- Social media and marketing specialist (Intranet, home page, etc.)
- Data entry analyst for radio and tv media interviews of the general secretary.

**May 2019 – Aug 2019** *Quinta Real Oaxaca Hotel*  
**Oaxaca, Mexico** **Internship**

- Event Planner and Supervisor
- Customer Service Specialist front desk
- Social media and marketing: Analysis and maintenance of hotel platforms.
- Purchasing: suppliers quotes, requisition and purchase orders.

## TRAINING AND SEMINARS

- Oct 2017: "Disney and the art of customer service" by Luis Burgos
- Jul 2018: "Tourism and Hospitality Reunion Congress" by CONETUR
- Nov 2018: "Onboard seminar of tourism and cruise"

## CONTACT INFORMATION:

☎ **52 442 685 2519**

✉ [rebecasalmon99@gmail.com](mailto:rebecasalmon99@gmail.com)

## SOFTWARE SKILLS:

Microsoft Office- Advance; Word, Excel, Power Point, Access, Outlook, etc.

## LANGUAGE SKILLS:

**English (Intermediate-Advanced):**  
writing, reading, and listening.

## FREELANCING:

- ✓ Optometrist sales (Family Business).
- ✓ Event Planner and Organizer
- ✓ Spanish Teacher for foreigner