



PAULA MARQUEZ

S A L E S
R E P R E S E N T A T I V E

CONTACTO:

(0351) 157330534
pauli06_17@hotmail.com

PROFILE

I am a professional Sales Representative with over 10 years experience in sales, providing excellent customer support and building customer loyalty.

SKILLS & ABILITIES

Result oriented with strong sense of self motivation.
Excellent written communication, presentation and interpersonal skills.
Team player.
Time management and organized.
Advance knowledge in Microsoft Office and software related to data processing.
Detail-oriented.
Multitasking.
Result oriented.

EDUCATIONAL HISTORY

High school degree: Francisco Pablo de Mauro. 2007 TRINITY COLLEGE
ENGLISH COURSE (3 years studying)
Advance level
Certified by Cambridge International Test and English
Teacher: Gabriela Gómez, contact: 3515959283

EMPLOYMENT HISTORY

EXPERIENCE LEADER & FRONT DESK AGENT
SALES REPRESENTATIVE AT SELINA HOTEL (APRIL 2023- AUGUST)

- Online attention and by phone at front desk.
- Constant updating information in web site and app.
- Building commercial relations with providers and guests.
- Administrative tasks related to bills and payments to providers.
- Online sale and face to face sale of Hotel additional services like retail, spa treatments, tours, rental products, transfer and Hotel rooms.
- Events planning at the Hotel.
- Implement commercial strategies and communicate to the front desk team.
- Create and implement marketing strategies.
- Implement upselling products.

Booking Agent- Travel Pass-(MAR-DEC 2022)

- Customer support by phone
- Assisting customers in booking suitable reservations at one of various properties of USA and Canada.
- Accurately record customer information, including payment information
- Help customers in altering or canceling reservations, as necessary.
- Answer questions regarding rooms, facilities, rates. and other topics.