

VALERIA SCHEJTMAN

FRONT DESK RECEPTIONIST



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- BA, Argentina
- LI: Valeria Schejtman

PROFILE

Dedicated Front Desk Receptionist with excellent experience in industry . Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality . Dependable and quick - learning team player with effective communication and organization skills .

SKILLS

- Optima
- Adobe Package
- Microsoft Office
- Multitasking
- Sales
- Problem-Solving
- Strong Communication
- Project Management Tools

EXPERIENCE

FREELANCER

2023 - Present

FRONT DESK RECEPTIONIST

2022 - 2024 / Tel Aviv, Israel

Cucu Hotel

- Positive Attitude and Energetic / Welcoming Guests
- Greeting and Seating Clients Front
- Guest Registration / Check-ins / Check-outs
- Desk Reservations Room Assignments
- Concierge Services / Telephone Reservations / Facility Tours
- Creative Solutions
- Guest Registration Reminder Calls / Inquiry Requests Travel
- Arrangements Hotel Accommodations
- Personal Initiative Lobby Maintenance
- Office Supplies and Inventory Information Updates
- Customer Complaint Resolution / Call Answering and Routing

SALES AND CUSTOMER SERVICE

2005 - 2022

First Brands as: Silhouette, Swarovski, Adidas, Flair, Carolina Herrera, Paco Rabanne, Guess, Etnia Barcelona, Swing.
Judaica: David Roytman, Agayof, Gabrieli, Tzuki and others.

LANGUAGES

- Hebrew (Intermediate)
- English (Advance)
- Spanish (Native Speaker)

EDUCATION

UX / UI DESIGNER

CODERHOUSE

2023

GRAPHIC DESIGNER

ORT, Argentina

2016

SCIENCE OF SOCIAL COMMUNICATION

University of Buenos Aires, Argentina

2014