

# NATALIA ELALL

I am a charismatic, organized, and responsible person with experience in administrative roles such as customer service, front desk, and telephone operations. I enjoy working in a team and learn new tasks quickly.



## WORK EXPERIENCE

### 2024 - 2025 Receptionist

#### **Pic Maia Mountain Hotel - Andorra** **Port de Envalira N° 2, Pas de la Casa, Encamp**

- · Handled hotel management system (Opera)
- · Coordinated with maintenance, housekeeping, kitchen, bar, and lounge departments
- · Managed calls, collected guest information, and coordinated corporate events
- · Administered data of high-performance athlete groups
- · Issued and sent invoices
- · Created schedules, spreadsheets, and reports
- · Liaised with suppliers (linen, office supplies, kitchen)
- · Problem-solving and inventory management

*Contact: +376 321 477 Maria José Puigsubirá*

### 2023 - 2024 Receptionist

#### **Chil'In Hotel y Hostel - Chillán** **(ruta N-55), km 68, Valle Las Trancas, Pinto.**

- · Guest reception
- · Room inspection and scheduling
- · Phone management and data collection
- · Guest database administration
- · Invoice generation and delivery
- · External tourism service bookings
- · In-room consumption tracking
- · Problem resolution
- · Office inventory and procurement management

*Contact: +56 9 5394 3111 Nancy del Carmen Uraura*



## CONTACT



+54 9 385 507 3338



+376 639357



elallnatalia@gmail.com



## EDUCATION

### Grado

2016

Bachelor's Degree in  
Communication Sciences  
Specialization in Institutional  
Communication



## LENGUAGES

Spanish - Native

English – Conversational

Portuguese – Fluent

French – Basic

Catalan - Basic



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## SKILLS

### Organization



### Communication



### Office



### Team Work



### Proactivity



## 2023 Receptionist

### Hostel "El Tambo" - Huaraz Oeste 122 Huaraz Perú

- · Front desk and telephone guest service
- · Room management
- · Supply and procurement administration
- · Transportation logistics for guests
- · Report and spreadsheet creation

Contact: +51 963 060 268 Nicolás Cabrera (wapp)

## 2022 Receptionist

### Hotel Libertador - Sgo. del Estero Santiago del Estero, Capital, Argentina

- · International guest reception
- · Restaurant supply administration
- · Supplier and returning customer service
- · Maintenance staff recruitment
- · Issued electronic invoices
- · Managed customer and guest database
- · Transport arrangements for guests
- · Tourist recommendations
- · Cash register opening and closing

Contact: +54 9 3854354814 Humberto López