

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

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PROFESSIONAL EXPERIENCE

Administrative assistant | 2024-2025

TamaDive, diving center

- Agenda management
- Administrative tasks
- Reservations agent
- Sale of tours
- Billings

Front Desk | 2023-2024

Witch's Rock Surf Camp Hotel

- Customer service
- Management of reservation system
- Personalised attention to hotel guests
- Sale of tours
- Billings

Executive secretary | 2019-2023

VIALERG S.A.

- Personal and telephone reception of costumers
 - Document and agenda management
 - Assistance to the CEO
 - Banking procedures
 - Administrative tasks
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EDUCATION

ISEC | 2017-2019

Journalism

EAO | 2002-2010

Bachelor of Social sciences

LANGUAGES

Spanish

Native

English

Advanced