

SOFIA RIVERA FRANCO

Profile

Person with great ability to relate to clients, teamwork and under pressure. Communication and persuasion skills. Orientation to commercial work with an open mind that allows us to face the challenges and changes of a highly dynamic system with the best attitude. Handling multiple tasks at the same time

EXPERIENCE

FRONT DESK

Prime Hotel

- Checking guests in and out, including taking deposits
- Managing reservations made online and telephonically.
- Verifying guests' payment methods during check-in.
- Assigning rooms to guests and informing them of any specials offered by the hotel.
- Manage room maintenance with HK

HOSTESS

Prime Fish

- Reception and Customer Service.
- Assignment of tables and reservations.
- Provide menus.
- Inform about daily specials.
- Manage waiting times

HOSTESS

Catch

REFERENCES

IGOR YUKHAN

Surgical Physician Assistant

929 238 56 24

OLIVER SEIDLER

Owner and CEO Property Force

9543760191

 786 702 10 54

 Sofiariverafranco07@outlook.es

 South Beach, Miami 33139

EDUCATION

INSTITUCION EDUCATIVA LA PRESENTACION

High School

2018

UNIVERSIDAD DE ENVIGADO

International Business

Incomplete (7th Semester)

PRO CPR USA AND CRUZ ROJA COLOMBIANA

Adult, Child and Infant, Pediatric

CPR/AED &

First Aid

2023

NYC LANGUAGE

English

2023

SKILLS

- Bilingual
- Leadership
- Problem-Solving
- Decision Making
- Adaptability
- Customer service orientation