

Valentín Trevisiol Montiel

**Hotel Front Desk
General
Administration &
Guest Service**

Santa Cruz, Bolivia

Margarita St. #24 N° Jardín
Radial 26 - 4°-5° ring, Santa Cruz de La Sierra

+591 67695947
valentin.trevi@gmail.com

This document is divided into:

Skills
Experience
Education
Tools
Achievements



Skills

Quick learner, leadership, punctuality, respect, charisma, creativity in immediate solving, knowledge of resource administration, experience in computer repair, system management, helpfulness, willingness to serve costumers, programing logic, and respectful communication skills.

Experience

Vieja Violeta, Waiter

DECEMBER 2014-JULY 2015, JUJUY, ARGENTINA

I fulfilled my obligation to serve customers in any circumstance with a smile, always maintaining a respectful and cheerful demeanor so they would return. I also performed cleaning and tidying tasks before and after each customer service, and finally, I was responsible for covering for my colleagues whenever someone was absent for any reason. I did such a good job that I was promoted to the bar.

Vieja Violeta, Bartender

JULY 2015-DECEMBER 2015, JUJUY, ARGENTINA

After working as a waiter, I was promoted to the bar, and I started as an assistant to the bartender who was there and trained me. I learned to make drinks and cocktails, and they also taught me some flair bartending, but I stopped practicing because I wasn't fast enough. I finished high school and had to leave my job, but I remember it fondly because it was my first job and the one that laid the moral foundation for the others.

Naranja Pablo, Manager

JULY 2016-DECEMBER 2016, CÓRDOBA, ARGENTINA

I worked as manager for the entire operation in the store, covering both the afternoon and evening shifts. My responsibilities included maintenance, sales, organization, cleaning, administration, finance, and security. When I left the work, I had to train the new next employee with the necessary skills to take my place correctly. After the training was complete and successful, I returned to my hometown and found another job. And there I found one of the best jobs ever I could get with my current experience.

Hostelina hostel, Front Desk

DECEMBER 2017-DECEMBER 2019, JUJUY, ARGENTINA

I performed administrative tasks such as resource and finance manager, booking organizer via Booking, Gmail and by phone, guest receptionist, human resources trainer and customer registration, computer maintenance technician and in some cases I had to be an English/Spanish translator.

13º Book fair, Room Assistant

JUNE 2017-JUNE 2017, JUJUY, ARGENTINA

I successfully performed, without any complaints from the public or my superiors, tasks such as assisting in the role of receptionist for invited authorities, providing information to the public, and assisting the director of literary workshops for all ages within the framework of the Jujuy Book Fair.

Alturas International Film Festival, First Technical Assistant

SEPTEMBER 2017-SEPTEMBER 2017, JUJUY, ARGENTINA

I fulfilled the obligation of managing the sound for the interviews with the guest artists, I managed the installation of the films in DCP format and I provided all the necessary material for the normal functioning of the interviews, workshops and screenings that took place within the framework of the festival.

Sin Pecado Hotel, Front Desk

AUGUST 2020-SEPTEMBER 2020, JUJUY, ARGENTINA

My responsibilities included registering and serving clients anonymously, maintaining order, training new employees, and balancing the cash register at the end of each shift. Client interaction was solely verbal and extremely discreet, as it was a short-stay hotel.

Canal 2, Seller

SEPTEMBER 2020 (TESTING PERIOD), JUJUY, ARGENTINA

I completed the first and second evaluations of the probationary period to become a sales representative for cable and/or internet service at the company "Canal 2." During that trial period they trained us to sell their products and services. In the third evaluation, I did not get the sales targets; therefore, I was neither paid nor hired. The staff evaluation period lasted approximately three weeks.

Fuego brujo, Guest Service

OCTOBER 2020-FEBRUARY 2021, JUJUY, ARGENTINA

I worked directly for the owner, thanks to a recommendation from the owners of my first job at Vieja Violeta. I performed the duties of a waiter and customer service representative, always striving to provide the best possible service. I also cleaned before and after each shift, and we balanced the till before leaving. I had to leave because I found another job with better pay. It was far away and not the job I wanted, but the pay was very good.

Government of the province of Jujuy, Planter

FEBRUARY 2021-AUGUST 2021, JUJUY, ARGENTINA

I was responsible for preparing the concrete test specimens for the construction of the "Dr. Oscar Orías" hospital in Libertador General San Martín, Ledesma, Jujuy, when it was necessary and ordered. I operated the concrete plant and filled the trucks with the mix.

24 September Social Club, Guest Service

OCTOBER 2022-JULY 2023, SANTA CRUZ, BOLIVIA

I specialized in customer service, performed tasks that were necessary for the preparation of the workspace, met the presentation and uniform requirements, and developed the service with the best efficiency possible.

Vaca Morena, Guest Service

SEPTEMBER 2023-NOVEMBER 2023, SANTA CRUZ, BOLIVIA

My sole responsibility was assisting the waiters with cleaning, tidying, and service. I provided them with clean tools, helped carry the utensils they needed, and after the customer left, I took all the dirty silverware to the kitchen.

Education**Martín Pescador, Early childhood education**

MARCH 2000-DECEMBER 2006, JUJUY, ARGENTINA

I completed all my initial education, from kindergarten to my last two years of primary school, at this school.

Escuela República de Chile N° 108, Primary education

MARCH 2007-DECEMBER 2009, JUJUY, ARGENTINA

This humble rural school gave me the opportunity to finish my primary education with a solid foundation, including breakfast and lunch, and since it was a public school, it was all free. The best years of my life.

Escuela de Minas Dr. Horacio Carrillo, IT technician

MARCH 2010-JUNE 2015, JUJUY, ARGENTINA

I entered the school by taking an entrance exam divided into Mathematics and Language. The school is technical and is divided into three years of basic coursework with regular subjects, and the other three final years of specialized coursework with specific subjects in Mining, Chemistry, and Computer Science.

Instituto de Educación Integrada para Jóvenes y Adultos -**IDEAR, Bachiller**

AUGUST 2015-DECEMBER 2015, JUJUY, ARGENTINA

I successfully completed my coursework and found my calling. I earned my high school diploma and went to the province of Córdoba to study film, where I developed my love for language and languages.

**Universidad Nacional de Córdoba - Facultad de Artes, Bachelor's
Degree in Film and Television**
FEBRUARY 2016-NOVEMBER 2017, CÓRDOBA, ARGENTINA

During my time at the Faculty of Arts, I completed many curricular exercises in production, scriptwriting, sound, photography, directing, art, and set design. I also participated in acting workshops and public and private screenings to enhance my training as an audiovisual technician.

**Escuela Nacional de Experimentación y Realización
Cinematográfica (ENERC) - Sede NOA, Complete film producer**
MARCH 2019-DECEMBER 2020, JUJUY, ARGENTINA

I took the entrance exam twice, and after being accepted, I completed the first two years; the first year focused on Documentary Filmmaking, and the second on Fiction. I didn't complete the required coursework and had to drop out of the program.

Soy Henry, Full-Stack Developer
JULY 2020-SEPTEMBER 2021, REMOTE

I started an intensive programming course and that's where my love for JavaScript was born and spread to this day, and I continue to make small systems to improve my daily life.

Tools

- Windows (All versions)
- Linux
- Android
- Booking
- Airbnb
- Sony Vegas Pro
- Adobe Premiere
- Microsoft Office
- LibreOffice
- GIMP
- FL Studio
- LMMS
- Mozilla Firefox
- HTML & CSS
- JavaScript
- Python

Achievements

I actively participated in provincial and national events during my secondary education. Some friends and I composed a song at a social event against human trafficking in Plaza Vilca, Jujuy. My high school team and I won second place in the 2013 Internet Content Olympics with the project "Rojo que te quiero rojo (Red, I Love You Red)" at the INET headquarters.