

# Camila Loreto Lara Navarrete

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## **Professionals Goals**

In order to actively fulfill my skills and abilities, I want to be part of a Company that grants services in general.

## **Former Jobs**

### ✓ **Mitanitravel (Travel corporate agency)**

December 2015- July 2016

Position: Executive reserves and accounting assistant

Santiago-Chile.

I served as executive reservations for corporate and assist with accounting issues (collection)

### ✓ **Droguería Hofmann (Massive products for health and medical supplier)**

January 2015-October 2015

Position: Purchase associate

Santiago - Chile

Responsible for purchasing domestic products, attention to Hofmann drogueria providers and manage agenda management meetings.

### ✓ **TASTY TREAT (Tourism and Gastronomy Company)**

July 2014- December 2014

Position: Costumer Service and Concierge

Falkland Island –GB

Receptionist and restore a prominent hotel in Stanley. Administrative area of hotel management and English tourists.

### ✓ **DESPEGAR.COM (Tourism Company, Hotel and flights arrangements)**

December 2012- July 2014

Position: Finance and customer service

Customer service flights on problems or reservations, Quadrature ticket (air and hotel) and turnover in the area of finance. In saber formats – Amadeus.

## **Studies**

- 2015 - 2016 AIEP instituto, Nurse technician(studying)
- 2012 - 2014 DUOC UC Instituto, Tourism degree (complete)
- 2001 - 2007 Instituto Norteamericano de Chile advanced English oral and written.

Seminars and others

- Course of First Aid
- English Course at Wall Street Institute.
- English Course at Instituto Norteamericano de cultura.

**Knowledge ; General and Specifics.**

IT Skills

- Word
- Excel
- Sabre / Specifics software used by Tourism Companies
- Amadeus / Specifics software used by Tourism Companies

**Personal Data**

Nationality - Chilean

Date of born – July the 15<sup>th</sup> 1990

Marital Status - Single and no Childs

**References**

Ski Portillo. Mr. Israel Zamora.

HRRR Manager – Phone number +56 9 61420887

Drogueria Hofmann – Mr. Ricardo Pizarro.

Purchase manager - Phone number +56 9 76598031 e-mail address [rpizarro@hofmann.cl](mailto:rpizarro@hofmann.cl)