

ALEJANDRA CASTRO

CONTACT

+52 844 1427383

MACF75@GMAIL.COM

SAN MIGUEL DE ALLENDE,
GUANAJUATO, MEXICO

PROFILE

I am an experienced Boutique Hotel Manager, with more than 10 years in the service industry, I could adapt to any job, also I have experience as Virtual Assistant and Concierge I love to look out the box in any situation and find the best way

SKILLS

- Native Spanish, advantage English
- Slack, Asana, Trello, Zoom, Canva, Typeform, Google, Office, Click Up, Zapier
- Administration
- Facebook and Instagram ads
- Marketing

EXPERIENCE

HOTEL MANAGER

CASA SCHUCK HOTEL BOUTIQUE | JAN 2017 - ACT

- Hotel operations & service, personal training, sales, marketing, reservations, PR, administration, customer service

STORE MANAGER

HALE BOB, ZACASHA & VELIA SIERRA DESIGN STORE | NOV 14- JAN 17

- Sales strategy, customer service, marketing, fashion assistant, administration, personal training

STORE MANAGER

LA CASA DEL HABANO | MAR 14- NOV 14

- Sales strategy, customer service, marketing, administration, personal training, event organization

EDUCATION

BACHELOR HOTEL ADMINISTRATION ,

SIMON BOLIVAR UNIVERSITY | 1993 - 1996

COURSES

- MY CLIENT, MY GUESTS
- TRAINING THE TRAINER
- THE CLIENT IS FIRST
- INTERNATIONAL SPECIALIZATION COURSE IN EVENT MANAGEMENT AND RECREATION ENVIRONMENTS
- HABANO JUNIOR SOMMELIER