

Curriculum Vitae



PERSONAL

Name

Jacqueline Binaghi de la Guardia

Address

Playa del Carmen

Phone number

9843108558

Email

jackibigu@gmail.com

Place of birth

Mexico

Gender

Female

Nationality

Mexican

RESUME OBJECTIVE

Dependable, energetic multitasker, eager to boost the level of customer satisfaction through delivery of superb customer service and demonstration of effective safety and comfort protocols. Motivate, experienced server with excellent communication skills. Looking for a position where I can apply my skills to the success of the establishment.

WORK EXPERIENCE

Jun 2022 - Present	Sales <i>Buy playa, Playa del Carmen</i> <ol style="list-style-type: none">1. Vendor relations2. Served as an agent3. Assisting buyers and sellers
Jun 2021 - Jun 2022	Buyer <i>Xcaret, Playa del Carmen</i> <ol style="list-style-type: none">1. Negotiation2. Analyzed business operations3. Purchase quality goods for the company
Jun 2020 - Jun 2021	Executive Assistant <i>Hotel Papaya, Tulum</i> <ol style="list-style-type: none">1. Improved communication between executives2. Supported executives with project support3. Facilitated communication and logistics
Jul 2015 - Jun 2019	Executive Assistant <i>Xcaret, Playa del Carmen</i> <ol style="list-style-type: none">1. Arranged meetings for director2. Accompanied director to all functions and events3. Handled incoming calls for director
Jun 2019 - Jun 2020	Housekeeping <i>Royalton, Dublin</i>
Apr 2018 - Jun 2019	Au pair <i>Paris</i>

EDUCATION AND QUALIFICATIONS

Aug 2007 - Dec 2010	Communication <i>UNAM, Ciudad de Mexico</i>
Feb 2022 - Sep 2022	Flight Attendant <i>Aviation School, Cancun</i>

SKILLS

Stress Tolerance	● ● ● ● ●
Customer Service	● ● ● ● ●
Safety Procedures	● ● ● ● ●