

María López Sanz

Tourism and events assistant

6XX XXX XXX | maria.lopez@example.com | Barcelona, Spain | linkedin.com/in/your-username

PERFIL *Profile*

Bilingual tourism graduate with three years of experience in hotel reception and event support. Comfortable dealing with international guests, handling bookings and coordinating small teams. Looking for a role in an international hospitality or events company.

EXPERIENCIA PROFESIONAL *Work experience*

- Front desk agent** | Hotel Marina Example, Barcelona03/2023 – Present
 - Check-in and check-out of up to 60 guests per shift, in Spanish, English and basic French.
 - Management of reservations and complaints; handover reports for the night team.
- Events assistant** | Congress Services Example, Barcelona06/2021 – 02/2023
 - Registration desk and logistics for conferences of 200 to 500 attendees.
 - Coordination of six temporary staff and supplier contacts on event days.
- Tourist information intern** | City Tourist Office Example07/2020 – 09/2020
 - Information to visitors and distribution of maps and leaflets in three languages.

FORMACIÓN *Education*

- Grado en Turismo** (Bachelor's Degree in Tourism) | Universidad de ejemplo2017 – 2021
- Curso de gestión de eventos** (Events management course, 80 h) | Escuela de ejemplo2022
- Bachillerato** (Upper secondary school diploma) | IES de ejemplo2015 – 2017

COMPETENCIAS *Skills*

Customer service · Reservation systems (PMS) · Event logistics · Microsoft Office · Teamwork · Problem solving

IDIOMAS *Languages*

Spanish / Español: native · **Catalan / Catalán:** native · **English / Inglés:** C1 · **French / Francés:** B1

VOLUNTARIADO *Volunteering*

Guide at a local heritage walking tour, one weekend a month (2022 - present).

INFORMACIÓN ADICIONAL *Additional information*

Driving licence B (Carnet de conducir B) · Available to relocate · Work permit: EU citizen (example)

Datos ficticios de ejemplo / Sample data: sustituye el texto por el tuyo / replace the text with yours and delete this line.