



## LAURA WENDT

### SCHOOLING

- **2009/2012:** UNIVERSITY: Hospitality Management
  - BAC+2 as Hotel Executive Assistant, France ADH (Assistant de Direction en Hôtellerie)
- **1994/1998:** HIGH SCHOOL: Diploma of Languages
  - 3 years in Italy, "Liceo Linguistico A. Cairoli" in Pavia. 4th year in the USA (Minnesota), "Montevideo Senior High School" graduated with A+ & Honors.



## PROFESSIONAL EXPERIENCES

- **Since 03.25:** Remote Assistant, Mediator, Projects and Hospitality Management  
c/o MIRARI Multilingual Consulting LLC  
55350 Hutchinson, MN (USA)
- **06.20/03.25:** Property Management & Guest Service  
c/o MACAN MAGICAL EXPERIENCES S.A.S. de C.V. (own business)  
77760 Tulum, Quintana Roo (México)
- **09.19/03.20:** Operation Manager  
c/o SLH KASA Hotel Parota  
77760 Tulum, Quintana Roo (Mexico)
- **09.18/09.19:** Reservations & Reception, Room Division Manager  
c/o Boutique Hotel Rosas & Xocolate + SPA  
97000 Mérida, Yucatán (México)
- **04.18/09.18:** Reception, Guest Relation and Reservations for the 4  
Coco Hotels (Tulum, Limited, Village and Hacienda)  
c/o Coco Tulum zona hotelera Tulum (México)
- **02.17/03.18:** Guest Services, Reservations, Concierge and Reception  
c/o ZAMAS Hotel zona hotelera Tulum (México)
- **2013/2016:** Reception, Concierge, Guest Services and Reservations  
c/o Kronenhotel, Stuttgart (Germany)
- **2012/2013:** Reception, Concierge and Guest Services  
c/o Brandenburger Hof, Berlin (Germany)
- **2010/2012:** Reception manager, Reservations, Concierge, Guest Services,  
Marketing, Accounting and Administration  
c/o Vert Hôtel (Avignon-84-France)
- **2006/2009:** Executive Assistant  
c/o BM Group, international enterprise, Milan (Italy)
- **2003/2006:** Back office for both Sales and Administrative Manager  
c/o D-LINK, international enterprise, Milan (Italy)
- **2002/2003:** Secretary of the General Vice-Manager  
c/o TELEPIU', international enterprise, Milan (Italy)
- **1999/2002:** Secretary of Sales Executive and of Assistant Logistics Manager  
c/o HAYS, international enterprise, Milan (Italy)



## TRAININGS

- 2021 CcC Equilibri (Coaching con Caballos)
- 2003 Horse therapy (Assistant to Hippo-Therapy)
- 2002 Tourist Entertainer

## FURTHER SKILLS AND INTERESTS

- **Foreign languages:**

Italian:	native language
German:	native language
English:	native language
French:	superior
Spanish:	distinguished
- **Computer skills:**

Good knowledge of windows (word, excel, powerpoint), email and internet  
Hotel-software: Top Hotel, Amadeus, SIHOT, Frontdesk Anywhere, Medallon, Clock, Cloudbed  
Great master in typing
- **Driving license:**

B-license
- **Interests:**

Horseback riding, sports, reading (original language when possible) art and culture.  
I love to travel and being in contact with people and their habits.