

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **EDDA ABBAGLIATI FIGUEREDO**
Address **VIA CARLO RAVIZZA, 20
20149 MILANO – ITALY**
Telephone **0039-02-4390006**
Fax **0039-02-4390006**
E-mail edda@eddaabbagliati.com
info@eddaabbagliati.com
Web Site: www.eddaabbagliati.com – www.eddaaccademiadistile.it

Nationality Spanish and Chilean
Date of birth 28 NOVEMBER 1953

WORK EXPERIENCE

- Dates (from – to) Since 1999
- Name and address of employer **EDDA ABBAGLIATI – TOURISM CONSULTANCY**
 - Type of business or sector Tourism / Hospitality – International Advisor – Project Manager
 - Occupation or position held Owner – Self employed for my own company
- Main activities and responsibilities Consultant – Project Management - Representatives - Training Courses

- Dates (from – to) 1998-1999
- Name and address of employer **HOTEL EMBAJADOR – DOMINICAN REPUBLIC**
 - Type of business or sector Hotel 5* (Occidental Hoteles)
 - Occupation or position held Resident Manager
- Main activities and responsibilities All the tasks of the position, co-ordinating with the General Manager

- Dates (from – to) 1997 - 1998
- Name and address of employer **CONFORTEL HOTELES - VENEZUELA (Margarita Island)**
 - Type of business or sector Hotels / Tourism
 - Occupation or position held Marketing and Sales Manager
- Main activities and responsibilities Creation of the whole marketing and sales team. Marketing and sales for 8 hotels.Total number of rooms 1.300.

- Dates (from – to) 1994 - 1997
- Name and address of employer **ITINERA S.r.l. - Milan**
- Type of business or sector Tourism / Hotels
 - Occupation or position held President and Partner
- Main activities and responsibilities Consultant – Representatives – Company specialised in HotelChains representatives and DMC Companies in Italy.

- Dates (from – to) 1992 - 1993
- Name and address of employer **FIM S.r.l. - Milan**
- Type of business or sector Tourism – Incentive, Convention and Congress Organisation
 - Occupation or position held Counsellor of the company
- Main activities and responsibilities Operations Manager

- Dates (from – to) 1989 - 1991
- Name and address of employer **GIADA IMPORT - Madrid**
- Type of business or sector Import - Export
 - Occupation or position held Owner
- Main activities and responsibilities Creation and development of my own company. Italian imports.

- Dates (from – to) 1987-1988
- Name and address of employer **PULLMANTUR - Madrid**
- Type of business or sector Tourism – Tour Operator
 - Occupation or position held Contract Manager and Assistant Manager
- Main activities and responsibilities Contracting and Programmes

- Dates (from – to) 1985 -1987
- Name and address of employer **HOTEL CRISTINA (Las Palmas de Gran Canaria – Canary Islands)**
- Type of business or sector Hotel 5*
 - Occupation or position held Executive Assistant Manager
- Main activities and responsibilities Co-ordination with the General Manager of all the tasks related with operations.

- Dates (from – to) 1982-1985
- Name and address of employer **VIAJES INTERNACIONAL EXPRESO S.A. – Las Palmas de Gran Canaria**
- Type of business or sector Tourism / Travel Agency forming part of Rumasa Holding
 - Occupation or position held Manager
- Main activities and responsibilities Opening of the office in the Canary Islands.
Business Traffic, Direct Sales, Special Groups, Fairs, Incoming and follow up of the in-house marketing.

- Dates (from – to) 1980 - 1982
- Name and address of employer **VIAJES VAL – Santiago de Chile**
- Type of business or sector Tourism / Travel Agency and Tour Operator
 - Occupation or position held Agency Supervisor
- Main activities and responsibilities In-coming, groups and Special programmes.

- Dates (from – to) 1978 - 1979
- Name and address of employer **VIAJES AIREXPRES S.A. – Las Palmas de Gran Canaria**
- Type of business or sector Tourism / Travel Agency – Own Programmes
- Occupation or position held Commercial Manager
- Main activities and responsibilities Business Traffic, International Fairs and Groups.

- Dates (from – to) 1977-1978
- Name and address of employer **VIAJES AEROMARÍTIMA S.A. – Las Palmas de Gran Canaria**
- Type of business or sector Tourism / Travel Agency
- Occupation or position held Manager
- Main activities and responsibilities Business Traffic, Direct Sales and Special Groups

- Dates (from – to) 1975
- Name and address of employer **VIAJES MELIÁ S.A. – Las Palmas de Gran Canaria**
- Type of business or sector Tourism / Travel Agency
- Occupation or position held Stage combined with my studies
- Main activities and responsibilities Business Traffic

EDUCATION AND TRAINING

- Dates (from – to) 1973-1977
- Name and type of organisation providing education and training **ESCUELA DE TURISMO – Las Palmas de Gran Canaria - Spain**
- Principal subjects/occupational skills covered All the subjects related in order to get the profile of a “Manager in Tourism” – according to the Spanish laws.
- Title of qualification awarded **TÉCNICO DE EMPRESAS TURÍSTICAS – MINISTERIO DE INFORMACIÓN Y TURISMO**
Official Manager Licence: Inscription number: 8457 (Spain)
- Level in national classification Bachelor in Hospitality and Tourism Management
(if appropriate)

- Dates (from – to) 1971-1972
- Name and type of organisation providing education and training **VILLA DEVOTO SCHOOL – Buenos Aires – Argentina**
- Principal subjects/occupational skills covered Bilingual School Spanish / English
All the subjects to obtain the High School Diploma (Degree).
The education was bilingual Spanish / English, with the possibility to obtain the diploma in order to continue the studies at the London University.
- Title of qualification awarded Título de Bachiller
- Level in national classification

- Dates (from – to) 1959-1969
- Name and type of organisation providing education and training **SAINT GABRIEL'S SCHOOL –Santiago de Chile**
- Principal subjects/occupational skills covered Bilingual School Spanish / English
Primary and High School. Finished up to Segundo Año Medio (according to the Chilean laws).
All the studies were followed both in Spanish and English..
- Title of qualification awarded Segundo año medio
- Level in national classification

PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

SPANISH

OTHER LANGUAGES

ITALIAN - BILINGUAL

- Reading skills EXCELENT
- Writing skills EXCELENT
- Verbal skills EXCELENT

ENGLISH – CAMBRIDGE DIPLOMA

- Reading skills EXCELENT
- Writing skills EXCELENT
- Verbal skills EXCELENT

FRENCH

- Reading skills GOOD
- Writing skills BASIC
- Verbal skills BASIC

SOCIAL SKILLS

AND COMPETENCES

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

EXCELENT SOCIAL SKILLS WITH MULTICULTURAL ENVIRONMENTS.

Good negotiation skills, with clients, with providers and with working teams in general.
I have developed these competencies due to my personal, social and professional background,
after many years of international experience.

ORGANISATIONAL SKILLS

AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

GOOD SKILLS IN ORGANISATION AND COORDINATION OF WORK TEAMS AND FOLLOW UP OF THEM.

ALL MY PROFESSIONAL LIFE HAS BEEN BASED ON PROJECTS, BUDGETS, ORGANISATION AND
COORDINATION OF PEOPLE.

TECHNICAL SKILLS

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

COMPUTING: WINDOWS SYSTEM

OFFICE PACKAGE – OUTLOOK AND INTERNET

IN THE PAST I FOLLOWED SPECIALISED COMPUTING COURSES FOR THE TOURISM FIELD
INTERNATIONAL PROFESSIONAL PLATFORMS – FORMER MODERATOR –
www.xing.com

OTHER SKILLS
AND COMPETENCES

Competences not mentioned above.

SEVERAL COURSES

- ECOLE HOTELIERE LAUSANNE: HUMAN AND ORGANIZATIONAL DYNAMICS IN PROBLEM SOLVING
- I.A.T.A. – INTERNATIONAL TICKETING. OFFICIAL COURSE I.A.T.A. GENEVA.
- MANAGEMENT - CONSULTORES ESPAÑOLES
- PROTOCOL: MADRID
- COURSES / WORKSHOPS AND SEMINARS: SEVERAL IN MARKETING, MANAGEMENT, SALES, PUBLIC RELATIONS, FEMENINE ENTREPRISES, AND MANY OTHERS SPECIFIC IN THE INTERNATIONAL TOURIST FIELD.
- TEACHER FOR TRAINING COURSES IN THE TOURISM FIELD AND HOSPITALY INDUSTRY IN ITALY.
- TEACHER FOR TRAINING COURSES IN CEREMONIAL, PROTOCOL AND ETIQUETTE IN PRIVATE AND PROFESSIONAL LIFE.
- FREE LANCE TRANSLATOR AND INTERPRETER

DRIVING LICENCE(S)

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