

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 [e.abbagliati@sycomnet.it](mailto:e.abbagliati@sycomnet.it)  
[info@eddaabbagliati.com](mailto:info@eddaabbagliati.com)  
Web Site: [www.eddaabbagliati.com](http://www.eddaabbagliati.com) – [www.eddaaccademiadistile.it](http://www.eddaaccademiadistile.it) -  
[https://www.xing.com/profile/Edda\\_Abbagliati](https://www.xing.com/profile/Edda_Abbagliati)  
Nationality Spanish and Chilean  
Date of birth 28 NOVEMBER 1953

WORK EXPERIENCE

- Dates (from – to) Since 1999
- Name and address of employer **EDDA ABBAGLIATI – CONSULTANT**
- 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 – Professional Platforms (moderator)
  
- 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 AEROMARITIMA 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.  
Título de Bachiller
- Title of qualification awarded
- Level in national classification  
(if appropriate)

- 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..  
Segundo año medio
- Title of qualification awarded
- Level in national classification  
(if appropriate)

## 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

- Reading skills
- Writing skills
- Verbal skills

### ITALIAN - BILINGUAL

EXCELENT

EXCELENT

EXCELENT

- Reading skills
- Writing skills
- Verbal skills

### ENGLISH – CAMBRIDGE DIPLOMA

EXCELENT

EXCELENT

EXCELENT

- Reading skills
- Writing skills
- Verbal skills

### FRENCH

GOOD

BASIC

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 EXPRESS AND INTERNET

IN THE PAST I FOLLOWED SPECIALISED COMPUTING COURSES FOR THE TOURISM FIELD

INTERNATIONAL PROFESSIONAL PLATFORMS – MODERATOR – [www.xing.com](http://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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