

2017/2018

Professional Course of Tourism Technician

12ºL



WEEKLY REPORT II

Project Erasmus+ KA102



Host Company: EuroHotel

Work done by: Sónia Araújo

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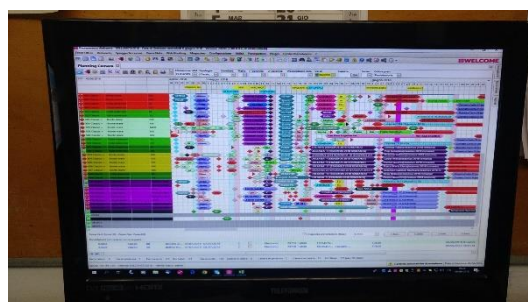
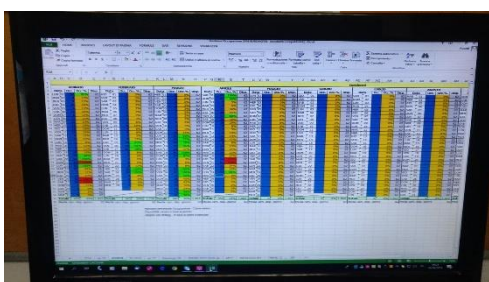
Weekly Report: 06/06 – 12/06

1st Day – Wednesday, 06/06:

Once again I was at the Hotel at 7h40 and I started working immediately.

Mrs. Nicoleta asked me for work in the computer in the Reservation Program and in Microsoft Excel. With this 2 technologies I was processing all the reservations by day, month and hotel. In this way, we could get a statistic if the hotel is improving or not.

At the same time I was receiving the guests and giving them the keys for the rooms.



2nd Day – Thursday, 07/06:

In my second day of my second week in Rimini I went to my host company at 7h40 and this time I was in the reception all morning.

I received the guests and gave them the keys to the rooms. Obviously, this time, I tried to talk to them in Italian, but I only could understand and say some basic words.

Mr. Gabrielle asked me to organize some papers from the hotel direction and put them in order like I wanted.



3rd Day – Friday, 08/06:

Finally Friday, the weekend was very very very close!!! So I went to work happier than the other days, of course. Always at the same time and the same routine with the buses.

Again I was in the reception to give the keys to the guests and I was at the computer doing some organization with the reservations from January to June 2018.

I spend a lot of time in the computer, because I was just counting the number of reservations and putting them in Excel by month and day. And in another Excel page were all the rooms, months and days, so I had to put the price of which room in which day.

4th Day – Saturday, 09/06:

It was Saturday and I woke up at 9h30 a.m. We had the breakfast together at home, and spend the all day at the pool.

At night, Tânia didn't want to go out, so me and the teacher Paula went to walking and having the famous cocktail “Spritz Aperol” in the Beach Bar, with a wonderful and magic view.



5th Day – Sunday, 10/06:

This time we woke up at 10h a.m., had the breakfast and went to the swimming pool.

At 1 p.m we were preparing the lunch, which were Spaghetti Bolognese, and of course we took a selfie from our Sunday Lunch.

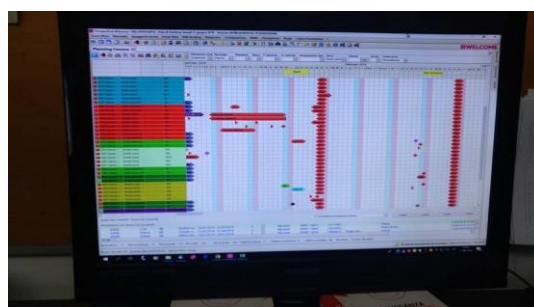
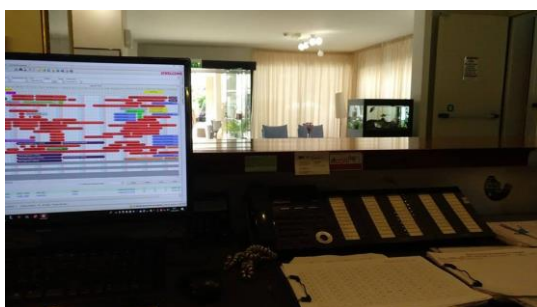


6th Day – Monday, 11/06:

Another week had started and, again, I woke up, had breakfast and went to my host company.

In EuroHotel I was at the reception giving and organizing the keys for the guests and continuing the work that I was doing in the last week on the computer.

At 1h30 p.m I left work and went to home for having lunch and rest all day.



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7th Day – Tuesday, 12/06:

One more day at work and I was there at time, like always. Once again I was at the reception and the computer doing the work with Microsoft Excel and the program of reservations.

When I left the host company, I went to have a small lunch because I wasn't hungry and went to Sistema Turismo office for having a “evaluation” of how I'm feeling with the company and the residence that I'm staying.

