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| **Evelyn** **Evelyn.291653@2freemail.com** | eve (1) |
| **Objective:** Exercise my knowledge, within a solid organization that allows me to grow even more professionally and as a person. An organization that values the effort, commitment and dedication that characterize me in carrying out my work.  |
| **EDUCATION:** |
| Higher**:** 2003 – 2007**Degree: Human Resources Management** | Colegio Universitario de Administración y Mercadeo, Venezuela |
| Secondary: 1995 - 2000 **School-Leaving Certificate - Sciences** | Liceo San José, Venezuela |
| **COURSES AND WORKSHOPS** |
| 2014 | **UNIVERSITY OF WEST INIDES** | **Trinidad & Tobago** | Human Resources Management |
| 2013 | **JW MARRIOTT** | **Venezuela** | Breakthrough Leadership Training |
| 2013 | **JW MARRIOTT** | **Venezuela** | JW Simphony of Service |
| 2011 - 2012 | **ENGLISH FOR PERSONAL ADVANCEMENT** | **Trinidad & Tobago** | English as a Second Language |
| **SKILLS AND KNOWLEDGES** |
| fluent english and spanish languages, customer focused, good communication skills, leadership skills, ability to verbally communicate effectively with guests and co-workers, prolonged periods of standing and/or walking, correspondence handling, management of ancillary office equipment, photocopier, scanner, fax, writing communications, conducting checks, deposits, handling different software, office windows environment (word, excel, power point) excellent data management systems, (hr plus, profit plus, saint, data pro and opera) |

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| ***EXPERIENCE:*** |
| *Currently* | **JW MARRIOT MARQUIS****POSITION: HOSTESS** | **Dubai, United Arab Emirates** |
| **Functions:** Ensure that customer needs and desires are met, Relate with head chefs, maintenance, transportation, and security managers, Order supplies and coordinate services from outside vendors, Restaurant bookings over the phone, Ensure that podium area is tidy and presentable, Greet customers as they step into the hotel facility, Attend to customer complaints, Provide helpful and inviting environment for guests, Ensure book registration of each guest as they arrive, Coordinate the activities of other hotel workers, Ensure maintenance of the hotel facility, Constantly remind servers of guests waiting. |
| *2013 - 2015* | **HR PLUS. LTD****POSITION: HR ASSISTANT** | ***Trinidad & Tobago*** |
| **Functions:** Substantiates applicant’s skills by administering and scoring tests, Schedules examinations by coordinating appointments, Welcomes new employees to the organization by conducting orientation, Provides payroll information by collecting time and attendance records, Submits employee data reports by assembling, preparing, and analysing data, Maintains employee information by entering and updating employment and status-change data. |
| *2012 – 2013* | **JW MARRIOTT HOTEL****POSITION: SERVER** | **Caracas, Venezuela** |
| **Functions:** Greet and serve the guest in accordance with the JW Marriott’s food and beverage standards. Display hospitality with both guests and co-workers. Take pride in all facets of the service to include quality, appearance, and cleanliness of self and restaurant. Set up the restaurant efficiently and accurately, including the tables, bar and anti-pasta/fish counter.  Actively participate in daily stand up briefings and taste panels. |
| *2009 –20011* | **LOSCHER INSTITUTE****POSITION: ADMINISTRATIVE ASSISTANT** | ***Caracas, Venezuela*** |
| **Functions** Perform all aspects of the accounts payable function by matching purchase orders to invoices and entering the invoices into the software according to department policies and deadlines. Identify errors or discrepancies and resolve before processing. Prepare checks, web payments, and backup documentation. Reconcile accounts payable related accounts; and submit journal entry requests to the Comptroller for adjustment to the general ledger. Provide accurate and effective document preparation and records management relative to the accounts payable function in accordance to record retention policies and laws. Assist in monthly audit by preparing assigned reports or providing documentation as directed by the Comptroller. Maintain a procedure manual of accounts payable tasks as a guide for backup assistance when such assistance becomes necessary. |