

PAULA HUMPHRIES

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(503) 912-1253

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Fast learner, self-driven and committed hard worker interested in a Receptionist position.

QUALIFICATIONS

- ✓ Highly skilled with languages. Speak fluent English, Spanish, Portuguese, and intermediate French.
- ✓ Advanced knowledge on IT. Proficiencies include Microsoft Office Tools (Word, Excel, Access, Outlook, PowerPoint and Visio), Internet research and various other applications. Able to work with Windows or Mac interface.
- ✓ Exceptionally responsible, dependable and self-motivated. Natural problem solver that handles sensitivity matters with discretion and diplomacy.
- ✓ Outspoken and great at working with public and interacting to individuals at all levels.
- ✓ Excellent communication, writing, organizing and multi-tasking skills.

PROFESSIONAL EXPERIENCE

- Directly working with public during several internships in different hotel areas including Front Desk and Reservations.
- Performing general office/secretarial tasks that require multi-tasking and working under deadlines and pressure.
- Offering remote and local I.T. support to over 21 units and 1500 employees of a large reputed company located in Brazil.
- Interpreting involving 4 different languages in diverse situations such as: Hotel Front Desk and Reservation areas, political summits and school conferences.

EMPLOYMENT HIGHLIGHTS

Reynolds School District, Fairview, OR	Jan – 2012
<i>Interpreter</i>	
Santinho Resort WTTC – World Travel and Tourism Council, Brazil	May – 2009
<i>Interpreter</i>	
Fleury – Clinical Analyses Laboratory, Brazil	2004 – 2005
<i>I.T. Support Attendant</i>	

EDUCATION

UNIVALI (ITAJAI VALLEY UNIVERSITY), Brazil	2007– 2011
<i>Bachelors Degree in Tourism and Hotel Management</i>	

ACTIVITIES/ACHIEVEMENTS

- One-month intensive Business course in Barcelona, Spain, 2005.
- One-year exchange program at Université D'Angers in France, 2010/11.
- Several internships in the areas of:
 - Hotel Management; Front Office/Reservations, Guest Relations, Human Resources, Housekeeping, Food and Beverage/Room Service, Sales/Catering, Accounting, Administration/Executive Office;
 - Events planning;
 - Environmental Tourism and Adventure Activities;
 - Travel Agency;
 - Marketing.
- Technical field trips throughout the university attendance involving all areas listed above with the addition of Tourism Consulting.