**KELLY A. FERNANDES**

295 Carter Street 860-990-1696

Manchester, CT 06040 kafernandes86@yahoo.com

**CAREER PROFILE**

A highly dynamic, skilled and qualified candidate with diverse knowledge of handling executive tasks. Seeking a position as Administrative support, to utilize proficiency and knowledge in a leading company, while utilizing and developing experience, and facilitating business.

**PROFESSIONAL SKILLS**

Outstanding organization and prioritization skills Goal oriented and ability to handle multiple tasks

Extensive administrative and customer service skills Portuguese - Fluent / Spanish - Intermediate

Excellent written and verbal communication proficiency Typing Speed - 75 WPM

Proficient: Microsoft Word/Excel/PowerPoint/Access/Outlook/Vista, Adobe, Windows XP and the Internet

**PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS**

**Travel Experience:** BRAZIL, URUGUAY, ARGENTINA 2011

* Learned how to adapt to unanticipated situations and improvise new plans due to periodic travel mishaps and unexpected events
* Developed budgeting and planning skills by financing, planning, organizing my travels
* Cultivated language and communication skills through contact with people from South America. Learned to use non verbal and verbal communication to overcome any communication and language barriers.

**Portuguese Language Teacher/Tutor:** SECOND LANGUAGE, LLC, Vernon, CT 3/2009-12/2010

* Taught intermediate and elementary courses in the Portuguese language
* Customized lessons according to the level of the student with a specific language book to improve student motivation and integration
* Translated web sites, documents, and PowerPoint presentations

**Manager/Bartender:** HOOK & LADDER RESTAURANT, Hartford, CT 3/2009-12/2010

* Analyzed sales for the ordering of inventory, stocking, and sanitation of the bar
* Coordinated and tracked time management for staff, including orders and activities through custom made software
* Performed as manager, relating to closing the establishment, becoming TIPS certified, learning to use both Aloha and Maitre'D POS software, and monitoring all cash circulating the bar/restaurant

**Club Assistant:** XL CONVENTION CENTER, Hartford, CT 2/2009-5/2010

* Interacted with specific clients and companies which invested at a high level, and ministered club and suites
* Oversaw and managed all authorized incoming and outgoing clientele

**Administrative Assistant:** COMPLETE FURNITURE REPAIR, Manchester, CT 10/2003-10/2007

* Maintained and consistently updated a database of prospects and current clients, actively tracked competitive publications to seek out new prospects
* Recorded documents and presentations in Microsoft Office programs
* Balanced daily receipts, record cash, checks, and credit card payments
* Filed and scheduled appointments with clients daily
* Administered the office - phone, fax, e-mail - kept paper and computer records of invoices
* Corresponded and followed up with companies nationally to increase business
* Worked directly with the owner with any business changes and advertising

**EDUCATION**

CENTRAL CONNECTICUT STATE UNIVERSITY, New Britain, CT

**Bachelor in Arts Degree in Geography and Latin American Studies,** May 2010

UNIVERSIDADE DO ESTADO DE SANTA CATARINA, Florianopolis, SC, Brazil, 2008