



PAULA NAVARRO

*Law Graduate multilingual.
I have worked in the organization of projects in different
customer service environments.
I have a great resolute capacity.
Nine months ago I took sabbatic period.
Where I dedicated to cycling around South East Asia
and I worked as well as a volunteer in orphanages and
schools in rural areas.
Actually I would like to return to work.*



SKILLS

Resolute • Emphatic • Organized • Thinking big • Patient • Enthusiastic • Creative • Leadership



EDUCATION

**INTERNATIONAL MASTER OF NGO'S MANAGEMENT,
COOPERATION AND VOLUNTEERS MANAGEMENT**
CLAUSTRO GOMEZ CONSULTING GROUP, UNIVERSITY SCHOOL -
300 HOURS - 2019

**INTRODUCTION TO ACCOUNTABILITY AND ACCOUNTABLE
ORGANIZATION**
LABORUS, WORK CONSULTING SCHOOL - 20 Hours - 2019

LAW DEGREE
UNIVERSITY OF THE BASQUE COUNTRY, BILBAO, SPAIN - 2014

- 5 Years Law course, with 2 year practical internship.
- Member of Law College of Lucena (registered Lawyer in Spain).

MARKETING
ESADE BUSINESS & LAW SCHOOL, BARCELONA, SPAIN - 2002

- Event Organisation, Protocol and Institutional Relations.



LANGUAGE

English: Intermediate
Spanish: Native
Italian: Intermediate
Spanish Sign Language: Level 1 and 2
Catalan: Native



CONTACT



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EXPERIENCE

**ENGLISH SCHOOL HONG NGU, VIETNAM AND ORPHANAGE
SIEM REAP, CAMBODIA.**

ENGLISH TEACHER VOLUNTEER

- Identifies the educational needs, develops formal and special educational and classes.
- Analyzes and evaluating results.
- Support and understanding of kids needs and motivational activities.

MARRIOTT VACATION CLUB, IRELAND (2016 - 2018)

**PLANNING, ORGANIZING, PROBLEM SOLVING AND DECISION
MAKING**

- Maintain a workable relationship between owners and the Holiday Experience Department.
- Responsibilities: Identify guest expectations. Strive to improve service performance.
- Manage many levels of the organisation, including Europe/ Middle East Regional Departments and resort sites, owners, customers, partners and exchanges companies.
- Key point of contact for all internal and external communications for Sales and Marketing communications.

HOTEL VILLA SAN GIUSEPPE, ITALY (2014 - 2016)

HOTEL ADMINISTRATION & RECEPTION

- Customer Service: Customer check in & out, process bookings, phone and email correspondence.
- Administrative Duties: Accounting, collaborate with local police on background checks.
- Roster Management: Ensure staff are allocated times and roles.

LAW FIRM - RAFAEL JIMENEZ, SPAIN (2012 - 2014)

LAW INTERNSHIP

- Field of focus: Women's Rights, assessment for clients without the financial means.
- Legal Counsel: Case reviewing with client and advise on cases and possible outcomes.
- Case Research: Revise past cases related to current case.
- Court Work: Work with Mentor at court representing client.