Beatriz Bianchi de Aguiar

Alameda Eça de Queirós, 197 4o esquerdo, 4200-274

Porto (Portugal)

916385025

Beatriz.Bianchi.Aguiar@gmail.com

KEY SKILLS

Organization
Team Management
Charge Management
Time Management
Team work
Conflit Resolution

TECNICAL SKILLS

Opera Software
New Hotel Software
Microsoft Office
Computer Languages
Mathematics

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GRA DUA TION

PROFESSIONAL EXPERIENCE

01/06/2010–01/09/2010
Empatias Shop
Oporto (Portugal)
Recepcionist

23/07/2012–23/09/2012
Hotel Algarve Casino, Grupo Solverde
Portimão (Portugal)
F&B Interneship

06/07/2013–30/09/2013
Four Points by Sheraton
Barcelona Diagonal, Starwood
Avenida Diagonal 161-163, Barcelona, 8018, Barcelona (Espanha)
Front Office Interneship

09/05/2016–15/10/2016
Pine Cliffs Resort
Luxury Collection Brand of Starwood
Açoteias (Portugal)
Front Office Recepcionist

HOBBIES

COMMUNICATION SKILLS

Excellent written and verbal communication skills.

Confident, articulate, and professional speaking abilities (and experience).

Empathic listener and persuasive speaker.

Writing creative or factual.

Speaking in public, to groups, or via electronic media.

ABOUT ME

I am a flexible and experienced insurance administrator with excellent time management skills. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled In dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

09/09/2001–09/09/2014
British Council, Porto (Portugal)
Intensive English Course A1-C1

2009–2011
Colégio D.Duarte, Porto (Portugal)
HighSchool - Sciences and Tecnology

2011–2015
Instituto Politécnico da Guarda (Escola Superior de Turismo e Hotelaria)
Hotel Management Degree

SPEAK

MOTHER TONGUE PT
EN A1
ES B2
FR B2

A1 - Hight Level
B2 - Independet Level

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