Curriculum Vitae

# Personal Information

Name: Isabel Maria Costa Adelino

Nationality: Portuguese

Date of Birth: August 27, 1976

Marital status: Divorced

Driving license: FA-128624 20/06/1995

Address: Villas da Bemposta, Lot A173, 8500-451 Alvor, Portimão, Portugal

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# Academic Qualifications

Postgraduate in Strategic Management of Human Resources

ISLA Lisbon/CLCC Portimão

Postgraduate in Hotel Management

University of Algarve - Faro

Degree in Translation - English and French

University of Algarve - Faro

Secretary Course

High School Manuel Teixeira Gomes - Portimão

Languages

English, French

# Professional Experience

2007 - Currently - Baía da Luz - Oceânico Group / CBD Resorts.com

Praia da Luz - Lagos

Resort Receptionist

2006, 2007 - Clube Praia da Rocha / Iberotel Alvor

Praia da Rocha / Alvor - Portimão

Aparthotel Receptionist

2005, 2006 - Vitor's Village Ferragudo

Clerk

2005 - Alto Golf & Country Club Alvor – Portimão

Resort Receptionist

2002, 2003, 2004 - Clube Praia da Rocha Praia da Rocha - Portimão Aparthotel Receptionist

1999, 2000, 2001 - Clube Praia Vau Praia do Vau - Portimão Aparthotel Receptionist

1995 - Stand 4 Rodas

Patacão - Faro Clerk

# Professional Training

Commercial German - 50h - CLCC Portimão

Costumer Service German - 50h - CLCC Portimão

Intermediate Hospitality German - 50h - School of Hospitality and Tourism Advanced Hospitality German - 50h - School of Hospitality and Tourism

Customer Service and Sales - 50h - School of Hospitality and Tourism

Accounting - 50h - CLCC Portimão

Professional Training Course of German - 100h - IEFP

First Aid and Fire Fighting - 100h - School of Hospitality and Tourism

# Information Technology

Microsoft Word, Excel, PowerPoint, Access

Front-Office Programs: Protel, Newhotel, Opera, InovGuest

Translation Software: SDL Trados Studio

# Other Information

Receptionist Professional Card

Freelance Translator

# References

Mr. João Barroso

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