

# KEVIN ALEJANDRO NAVARRO VARGAS

10/30/96

SM 96 M 40 L1 Calle 14 Edificio 1430 Int F Dep #14 CP 77535

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## SKILLS

Results Oriented   Responsible   Teamwork   Goal Oriented   Leadership

Detail Oriented   Excellent Written and Verbal Communication   Microsoft Suites Products

## LANGUAGES

English

Spanish

Portuguese

## EDUCATION

### Universidad Humanitas

Complete two years of law school at Universidad Humanitas Cancún, Mx

## WORK EXPERIENCE

**Great Parnassus**      **Photographer/Front Desk**      (January 17 -June 17)

**Hampton Inn ByHilton**   **Assistant manager / Front Desk**   (August 17-January 19)

**Braga Fresh Food**      **Security/QA/Gate Keeper**      (February 19-October 2020)

**Central Coast Cooling**      **Sanitation**      (October 2020-july 2022)

**Sandos Cancun Lifestyle**   **Assistant Manager Front Desk**      (July 22-April 2023)

**Finest Playa Mujeres      Front Desk Supervisor      (May 23 -Sept 2023)**

**Hyatt ziva Riviera Cancún.      Butler.      (Oct30 -January 2024 )**

**Sha Wellness Clinic      Night Manager / Night Audit      (February 12 -Oct 2024 )**

## **SKILLS / ACCOMPLISHMENTS**

- Oversaw training for a team of 6 employees with meticulous attention to detail for all regulations.
  - Maintains an inventory of vacancies, reservations and room assignments. Coordination of room status with the housekeeping department by notifying housekeeping of all check-outs, late check-outs, early check-in, special request and part day room. Knowledge of sale rooms and promote other services of the hotel. Manage all guest complaints in a professional and courteous manner. Knowledge of Housekeeping.
  - Knowledge of photography and sells photography
  - Enforced organizational and environmental policies related to food handling, machinery repairs, and sanitation with zero regulation violations or safety mishaps.
  - Maintained multiple databases, data logging programs, spreadsheets, records, and appraisals.
  - Responsible for security, inventory, and quality control of products leaving the warehouses and packing facilities.
  - Capturing organizational best practices, alternative organizational methods, and built effective industry working relationships.
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