YUDITH BARCENAS

CONTACT ME AT

Fort Lauderdale, FL

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LANGUAGES

Spanish
Proficiency - Native

English
Proficiency - Fluent

WORK EXPERIENCE

GENERAL MANAGER
Royal Marine Electric and Service LLC | MAR 2023 - PRESENT

OFFICE MANAGER
The Charter Agency LLC | FEB 2022 - FEB 2023

- Organizing office operations, preparing payroll, bookkeeping, standardizing procedures, reviewing and approving supply requisitions and assigning and monitoring clerical functions to ensure a proper and smooth performance.

YACHT MANAGEMENT - FREELANCE
Vessels 50' - 100' | JAN 2021 - JAN 2022

- Performed general administrative tasks and basic accounting for several boats including charter schedule, budgeting, bookkeeping, crewing and data reporting.

GROUPS AND EVENTS COORDINATOR
Hilton Garden Inn Neuquén, Argentina | OCT 2019 - NOV 2020

- Planning, quoting and managing events of varying sizes, ensuring that every detail falls into place with their budgets by making sure everything runs smoothly during the whole process. Active communication with every department involved.

LEADERSHIP INTERN
Hampton by Hilton Dubai Airport | JUL 2018- SEP 2019

- Administrative and operational support to the Front Office and Sales department. Supported managers and employees throughout a variety of tasks related to communicating and organizing information.
- Recognized as Team Members of the Month in the Front Office on September 2018 and in the Sales Department on July 2019.

INTERN
The Ritz-Carlton Doha | AUG 2017 - NOV 2017

- Experienced the administrative and operational procedures at the Club Lounge.

EDUCATION

BACHELOR DEGREE IN HOSPITALITY MANAGEMENT
Universidad Simón Bolívar| 2012-2020

HIGH SCHOOL DEGREE
U, E, P. Colegio Mater Dei 2012