

Mayerly Rodríguez Solarte

Bogotá – Colombia

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Education

South East Elementary School

1983 – 1991

Long Island – New York

BEFAC High School Diploma

2000

Popayan – Colombia

GED High School Diploma

2004

Long Island - New York

Profile

International Hostess, English teacher, Academic coordinator of the language program of the Fundación Universitaria of Popayan and with experience in Interpretation as well as in hospitality and tourism. All this has given me the opportunity to organize and manage various activities that lead to good teamwork, in addition to acquiring diverse knowledge and skills in administration. I can describe myself as an organized and proactive person with great facility for learning new things.

Professional Aptitudes

As a result of my teaching and hospitality and tourism experience, I have developed different skills such as:

- Communication skills as a result of my work as a teacher, presentations at meetings, and diplomatic interaction with others in the field of education.

- My work experience has involved different roles that have led to the development of negotiation and persuasion skills and the ability to work under pressure.
- Good teamwork as a result of the success that comes from the participation, support and encouragement of colleagues.
- Good knowledge in Microsoft Office programs like Word, Excel, PowerPoint.
- I am Native in English and Spanish; I am also able to communicate in Italian.

Work Experience

International Hostess
2024

May 2024 - October

MSC Europe

- To socialize with guests and to be a communication specialist
- To provide personalized customer service languages assistance and translation to the guests, enhancing their understanding and enjoyment of their cruise

English Tutor

Bogota – Colombia

March 2017 – Current

- Facilitate the communication between parents and teachers
- Review classroom topics and assignments from kindergarten to high school.
- Create and coordinate activities and ludic to facilitate the learning process of the children and teenagers.

- Assisting students with homework, projects, test preparation, papers due, research and other academic tasks.
- Helping students understand new class topics and maintain good grades in class through the games and activities.

Interpreter

ICC

December 2022 - 2023

- Facilitate the communication between clients of both languages Spanish and English.

**Appointment Scheduler / Trainer
2022**

November 2021 - August

Ocliniclas Bogota - Colombia

- Contact Patients, gather personal information and schedule the needed appointment.
- Ask and fill out the information in the forms.
- Reschedule appointments when needed
- Help with translations when needed
- Train the agents for same position

Medical Interpreter

October 2018 – July 2021

Teleperformance, Bogotá – Colombia

- Facilitate the communication between clients of both languages Spanish and English.

**English Teacher
2018**

March 2017– September

Ingles Para Todos, Popayan – Colombia

- Teaching by using a systematic plan for reading, group work, audio-visual presentation, laboratory and workshops.
- Prepare subject material for presentation to students according to an approved curriculum.
- Prepare, implement and correct exams and tasks.
- Develop, assign and correct exercises and practical work.

English Teacher

June 2011

Cambridge Language Center Institute, Popayan – Colombia

- Teaching by using a systematic plan for reading, group work, audio-visual presentation.
- Prepare subject material for presentation to students according to an approved curriculum.
- Prepare, implement and correct exams and tasks.
- Develop, assign and correct exercises and practical work.

Academic director

February 2011 – December 2011

**Fundación Universitaria de Popayan Languages Academy
Popayan – Colombia**

- Management and development of agreements with other institutions.
- Lead and manage media for marketing and advertising.
- Evaluation of staff.
- Manage educational conferences and training workshops for teachers.
- Prepare and deliver English classes.
- Plan, organize, direct and control the activities of admission.
- Recommend changes and additions to curriculum and approve the schedule of courses.
- Recommend and approve the appointment of staff training center.
- Review registration statistics and consult with school officials on development of admission policies.

English Teacher

August 2010 – January 2011

**Fundación Universitaria de Popayán Language Academy,
Popayán - Colombia**

Teaching by using a systematic plan for reading, group work, audio-visual presentation, laboratory and workshops.

- Prepare subject material for presentation to students according to an approved curriculum.
- Prepare, implement and correct exams and tasks.
- Develop, assign and correct exercises and practical work.

**English Sub-Teacher
2009**

May 2009 – November

Campestre Americano High School, Popayán – Colombia

- Class Planning.
- Clase Elaboration

- Evaluations

**English Teacher
2007**

March 2007 – December

Inade University, Popayan – Colombia

- Teaching by using a systematic plan for reading, group work, audio-visual presentation, laboratory and workshops.
- Prepare subject material for presentation to students according to an approved curriculum.
- Prepare, implement and correct exams and tasks.
- Develop, assign and correct exercises and practical work.

Hostess and Waitress

April 2004 – October 2005

TGIfridays, New York – United States

- Greet guests personally and on the telephone.
 - Offer appropriate seating arrangements.
 - Present menus and take orders.
 - Ensure the quantity of menus is sufficient to cater to the number of guests.
 - Relay orders to the kitchen and ensure all orders are filled in a timely and accurate fashion.
 - Set up dining rooms and make reservation arrangements.
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- Maintain clean and organized tables and work area.
 - Manage event related work including setting up tables and maintaining interior of the restaurant.

Hostess and Bartender**February 2003 – June 2005****Meson Ole, New York – United States**

- Greet guests personally and on the telephone.
- Offer appropriate seating arrangements.
- Present menus and take orders.
- Ensure the quantity of menus is sufficient to cater to the number of guests.
- Relay orders to the kitchen and ensure all orders are filled in a timely and accurate fashion.
- Set up dining rooms and make reservation arrangements.
- Maintain clean and organized tables and work area.
- Manage event related work including setting up tables and maintaining interior of the restaurant.

Hostess and Waitress**January 2002 – November 2002****Chicanos Tex-Mex Restaurant, Florida - United States**

- Greet guests personally and on the telephone.
- Offer appropriate seating arrangements.
- Present menus and take orders.
- Ensure the quantity of menus is sufficient to cater to the number of guests.
- Relay orders to the kitchen and ensure all orders are filled in a timely and accurate fashion.
- Set up dining rooms and make reservation arrangements.
- Maintain clean and organized tables and work area.
- Manage event related work including setting up tables and maintaining interior of the restaurant.

Certifications and Skills

- 2011 • Fundación Universitaria de Popayán – Taller Pedagogía I
- 2010 • Cambridge Language Centers – First Conference for English Teachers
- 2023 • Avante – Crowd & Crises Management and Passenger
- 2023 • Avante – Personal Survival Techniques at sea
- 2023 • Avante –Social Responsibilities and Personal Safety
- 2023 • Avante – Fire Fighting – Basic Training
- 2023 • Avante – Medical Emergency and First Aid