

Petronela Tibbitts

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- 10+ years of professional and managerial experience in travel, hospitality and finance industry
- Fully approved Bachelor and Master degree in Business Administration by Educational Credential Evaluators ,Inc.,USA
- Outstanding ability to multi-task in fast-paced environment and detail oriented
- Exceptional relationship-building skills between organization and clients/guests
- Excellent writing, editing, and general communication skills; speaks 3 foreign languages fluently (see below)
- Advanced computer skills in Word, PowerPoint, Excel, Outlook, Time Share Ware, Resnexus and MAS90

Work experience:

Breckenridge Grand Vacations, Breckenridge, Colorado, USA

August 2018 – now

Inventory Staff accountant

- Monitoring fixed assets inventory, depreciation and disposals
- Booking and reconciling real estate inventory on monthly basis
- Reconciling lender racks and keeping up to day cash flow balances

Breckenridge Grand Vacations, Breckenridge, Colorado, USA

September 2017 - August 2018

Accounts payable specialist

Costco Warehouse, Prescott, Arizona, USA

October 2016 - September 2017

AM merchandize stocker

- Stocking clothing merchandise based on company rules and guidance.
- Providing exceptional customer service to current and future members.

Breckenridge Grand Vacations, Breckenridge, Colorado, USA

October 2013 - June 2016

Accounts payable specialist

- In charge of large check run and employee reimbursements each week (150 – 200 checks) plus preparing manual checks on daily basis for other departments.
- Generating 1099s and completing year and 1099 reporting.
- Active role in implementing 1 yearlong AP automation

Breckenridge Grand Vacations, Breckenridge, Colorado, USA

August 2010 - September 2013

Sales Front Desk Agent

- In charge of support to the sales team by directly overseeing the daily operations of two sales offices.
- Provide all necessary support to the Sales Administrative manager by being responsible for petty cash, running daily and weekly reports, training new employees and running additional projects for sales department.
- Work closely with all BGV department managers and executive team, fostering open communications.

Private contractor in property management field, Breckenridge, Colorado, USA

Sep 2008 - July 2010

Property manager of vacation rental properties

- Led superior communication with guests, problem solving, making reservations, marketing duties, administration, preparing schedules for outside contractors, accounting/taxation, hiring contractors, inspecting homes and coordinating with housekeeping and maintenance.
- In charge of purchasing and stocking inventory for all short term rental properties.

Education:

- **Tomas Bata University, Zlin, Czech Republic**
Faculty of Management and Economics
Sep 2003 – June 2005
Master's degree in business administration
- **Tomas Bata University, Zlin, Czech Republic**
Faculty of Management and Economics
Sep 2000 – June 2003
Bachelor's Degree Program in Management and Economics
- **Hotel Academy of Ludowit Winter, Piestany, Slovakia**
Hospitality and Management
Sep 1995 – June 2000
Secondary Education and apprentice certificate

Advanced training:

- Additional education of taxation and accounting classes for American small business.
- Received extensive training in hotel operation and customer service.
- Completed 4 weeks training focused on customer service, communication skills, reservation system and sale psychology.
- Languages: English (fluent), Slovak (native), Czech (fluent), German (intermediate), Italian (basic), Spanish (basic)
- Achieved accreditation and met standards for Accounts Payable certification from IOFM/TAPN

Area of honor:

- 100% on Secret Shopper visit (2006)
- Nominated for Town of Breckenridge award based on excellence in customer service (2006, 2007)
- Nominated for the employee of the month with Vail resort. (2006)
- 7x received "The Great Vacations Award" for Outstanding Employee performance with Breckenridge Grand Vacation. (2011, 2012, 2013, 2014, 2015, 2016)