

Paris Hopkins

Flight Attendant

Charlotte, NC 28210

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I'm energetic Forward-thinking professional who offers more than 10 years of experience working in fast-paced environments. Seeking a position in Aviation. Also Performance-driven management professional with an in-depth understanding of the market, and excellent people skills. Positive and upbeat team player with a building relationship-focused style. One thing people say about me is that I'm unforgettable, I have a great smile, and I always light up the room.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Flight Attendant

American Airlines/ PSA - Charlotte, NC

February 2019 to Present

- Responsible for attending to the safety and comfort needs of passengers aboard.
- Performing a range of tasks including demonstrating emergency procedures, directing passengers, and performing safety checks.
- Having great customer service skills.

Leasing Specialist

Ashley Square Apartments - Charlotte, NC

January 2017 to February 2019

- Collected, completed and processed lease applications.
- Reviewed aged vacancies, market-ready apartments, and models and completed and updated market surveys.
- Show apartments to potential tenants and answered questions regarding the community.
- Experienced with luxury apartment buildings, condominiums + communities and units.
- Followed-up with potential accounts and managed daily and weekly marketing and leasing reports.
- Validated rental eligibility by using YARDI verification process.

Assistant Manager

Sports One Bar & Lounge - Charlotte, NC

June 2015 to January 2017

- Generated weekly sales reports and productivity reports to assist decision-makers with operational improvements.
- Handled scheduling to ensure proper staffing for high-volume shifts and seasonal promotions.
- Oversaw and managed operational and financial projects to deliver on time and within budget limitations.
- Provided excellent customer service, driving membership loyalty and increasing customer satisfaction rates.

- Performed investigations on market flows to identify seasonal trends and forecast consumer needs.

Training Manager

Just Fabulous Inc - Charlotte, NC

August 2011 to February 2015

- Conducted training courses and prepared videos for long-term use.
- Planned the corporate annual summer and holiday events, which included team building-based training initiatives.
- Evaluated the effectiveness of training programs and recommended improvements to all staff.
- Trained new hires to perform cross-training exercises with experienced workers.
- Analyzed effectiveness of training programs at all levels and recommended updates.

Education

BBA in Business Management

University Of South Carolina - Columbia, SC

2012

Skills

- LEASING (1 year)
- RELATIONSHIP BUILDING
- TELEPHONE
- OPERATIONS
- ETIQUETTE
- Customer Service
- Management
- Yardi
- accounting
- Receptionist
- Marketing
- Outlook
- Fair Housing Regulations
- Accounts Payable
- Section 8

Certifications and Licenses

Yardi

May 2018 to Present

Certification

RentCafe

May 2018 to Present

Certified

First Aid Certification

Additional Information

Skills

- Availability recordkeeping
- Relationship building and rapport
- Local market conditions
- Lease renewals
- Fair housing regulations knowledge

- Guest complaint resolution
- Tenant screening
- Telephone and email etiquette
- Showing and leasing of units
- Daily property operations