



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Hostess

Despre mine

Foreign languages (Russian, Spanish, Italian, English, Portuguese).

Determination activities (running, tennis, swimming, yoga, pilates).

Travel (exploring different countries and their culture, religion and tradition).

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people

- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.

- Problem solving skills: Identifies the root causes and breaks the problem down into the key issues.

- Self-motivated/Self-managed/Self-starter: Self driven, self-motivated and enthusiastic.

- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities

Experiența profesională

Hostess/ receptionist · hair salon · San Diego, California

Iunie 2013 - Septembrie 2015 · 2 ani 4 luni

1. Greet customers coming in and provide information about salon services and retail products.

2. Assist in maintaining reception area and organize salon environment.

3. Suggest and sell salon services and products.

4. Assist salon leader with administrative tasks and salon results.

5. Answer phones, book appointments, maintain accounts and client records.

Receptionista · hotel · Los Angeles California

Mai 2011 - Septembrie 2012 · 1 an 5 luni

1. Received guests on arrival with a friendly manner

35 ani
 Feminin
 Chișinău
 5 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Portugheză** · Mediu

2. Entered complete details into the computer.
3. Efficiently deal with check-out of guests.
4. Deal with advanced reservations, took bookings and fulfilled particular requirements.
5. Operated the switchboard, messages and enquiries in an disciplined manner.
6. Posted all transactions to make sure that all bills are kept up-to-date.
7. Prepared the cash for bank delivery and ensured that all floats are accurate at the end of the shift.

Studii: Superioare incomplete

USEM

Absolvit în: 2013

Facultatea: Faculty of law

Specialitatea: international law