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| Elena Gospodinova Details 07800514496  [gospodinovaelena@yahoo.co.uk](mailto:gospodinovaelena@yahoo.co.uk) Links [GitHub](file:////github.com/ElenaGospodinova)  [link in](https://www.linkedin.com/in/elena-gospodinova-b19ba4135/) Skills  |  |  | | --- | --- | | HTML | | |  |  |  |  |  | | --- | --- | | CSS | | |  |  |  |  |  | | --- | --- | | SASS | | |  |  |  |  |  | | --- | --- | | JavaScript | | |  |  |  |  |  | | --- | --- | | Python | | |  |  |  |  |  | | --- | --- | | UI/UX | | |  |  |  Hobbies Photography  Photoshop  Traveling | Profile I am a highly self-motivated and goal-oriented professional committed to pursuing a long-term career in Tech. Coding became my biggest passion, therefore my dream is to develop and expand my skills, create projects, and look forward to challenging my efficiency.  I have also an excellent experience record for demonstrating strong analytical and problem-solving skills, and the ability to follow through with projects from inception to completion. Employment HistoryApprenticeship - Web Developer at Construction Company EPAPE Ltd, Tilbury November 2022 — 2023   * Assisting the web development team with all aspects of website and application design. * Write well-designed, testable, efficient code by using web development best practices. * Website layouts and user interfaces with HTML, CSS, and JavaScript. * Work with stakeholders to gather and refine specifications and requirements based on technical needs.  Office Administrator at Construction Company EPAPE Ltd, Tilbury March 2020  Bookkeeping and data entry  Managing correspondence – calls and emails.  Booking accommodation/transport  Managing outgoing and incoming post Senior Receptionist at Victory Services Club, London August 2017 — January 2020  Welcoming and greeting guests and visitors.  Answering all incoming calls  Making and modifying reservations- via email or phone  Dealing with complaints received at the front desk or email.  Conduct daily briefings, handovers, and statistic reports.  Assist and observe the reception team.  Follow up BACs payments for groups/individuals.  Monitoring all in-house guests' folio accounts  Training new members of the reception team Receptionist at Amba Hotel Marble Arch, London August 2016 — June 2017  Welcoming and greeting guests and visitors.  Answering all incoming calls  Check-In & Check-Out  Taking reservations by phone & walk-in  General administration duties  Data entry into the internal system  Exceeding guests’ and visitors’ expectations  Complaint handling Restaurant Supervisor at Grayson`s/ Royal Over-Seas League, London October 2014 — June 2016  Supervise and assist restaurant staff.  Making reservations by phone/ walk-in guests  Processes guest`s orders and ensures all items are prepared.  Properly and in a timely manner  Handle guests’ complaints  Training all new staff  Responsible for the cellar and all storages areas  Making daily cashing up reports analysis  Stock – taking and Beverage stock orders. EducationBachelor, University of Economics Varna, Varna September 2007 — June 2010  **Tourism Management Degree** Level 1, Newham College, London October 2014 — May 2016  **Bookkeeping** CoursesFull Stack Development, Code First Girls march 2023 — June 2023 Front End Development, University of Bath January 2023 — March 2022 Web Development, Code First Girls march 2022 — June 2022 Front-End Development, Udemy October 2021 — January 2022 Python - Bug Fixing, Code First Girls February 2022 — August 2022 Web & Mobile Design, Udemy april 2022 — September 2022 |