

# Paulina Adams

Camborne, UK

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## Personal Profile

A dedicated, loyal, and hardworking individual with a wide range of transferable skills from extensive hospitality background. Thrives in a successful team environment with excellent organisation skills. Highly detail oriented and aim to achieve high standards at all times. Strong interpersonal skills and the ability to establish and maintain effective working relationships with people in all levels. Capable of organising teams to work effectively on projects for a more productive workplace.

## Employment

**Hotel Supervisor** Hotell Stavstensgarden, Trelleborg March 2022 – Feb 2023

- Managing housekeeping team
- Working alongside restaurant staff
- Performing general cleaning duties

**Facilities Co-ordinator** National Trust, Surrey July 2017 – Mar 2019

- Responsible for property management, maintenance, consultants hub and renewals
- Scheduled meetings and managing meeting rooms
- Kept track of petty cash and budgets using Office spreadsheet software
- Managed new laptop distribution and assisting with new device setup
- Excellent understanding of the health and safety of the workplace

## Food & Beverage (F&B) Assistant Manager

Tante Marie Cooking School, Surrey Feb 2017 – July 2017

- Food preparation and supporting the Cookery School Manager with the development of seasonal cookery school programme
- Followed high standards of food hygiene and compliance with health and safety

**Food & Beverage Supervisor** The Wisley Golf Course, Surrey 2012 – 2017

- Organising golf events and annual meetings for members
- Coordinating with agencies to hire more staff for larger events
- Greeted members by name and make them feel welcome to provide personalised member experience

**F&B Assistant** Machynys Golf Club, South Wales 2006– 2009

- Training of employees
- Participating in wine exhibitions to develop new wine lists
- Updating the EPOS system and menus

**Head Waitress**                      One Aldwych Hotel, London                      2005– 2006

- Interacted effectively with a range of customers
- Ensured the highest standards of customer care

**Waitress**                      Mezzo/Floridita, London                      2003– 2005

- Developed extensive skills and knowledge in waitressing
- Maintained the high standards set by Sir Terence Conran hospitality standards
- Completed course on Wine and Spirits

### **Education**

2021 –Present- <b>CompTIA A+ Certification</b>	IT Career Change LTD
2011 – 2012 - <b>BA Honours Ceramics &amp; 3D</b>	Carmarthenshire College
2009 – 2011 - <b>3D Design: Designer Maker</b>	University of Plymouth
2008 – 2009 - <b>Diploma in Foundation Studies Art &amp; Design -</b>	Swansea Metropolitan University

### **Skills**

- Microsoft Office Word, Excel and Outlook
- Adobe Photoshop and Illustrator
- First Aid and defibrillator course
- Language fluent Polish, English
- Knowledge of ceramic processes and mould making

### **Interests**

I am interested in cooking and nutrition. I enjoy spending time with my family. I have a keen interest in fitness and maintain an active lifestyle.

### **References on Request**