

# Curriculum Vitae

## **Personal Details**

Name: Gradie Kila  
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Nationality: Congolese  
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## **Education**

2008-2013: BOENDE (High School/Secondary School)

**Leaving Certificate/Diploma:** Obtained in 2013

## **Summary**

I am a hardworking young woman who is currently seeking part-time work. I am extremely passionate about meeting new people and gaining new experiences. I am capable of juggling multiple tasks while staying focused and working under pressure solo or as part of a group. I am also looking to improve my English. I am very eager to join a strong team that rewards high quality service and I am willing to put in my very best efforts to achieve such standards.

## **Work Experience**

### **Pullman Hotel**

**December 2017 – February 2020**

### **Kinshasa, Congo**

Job Title: Receptionist

Responsibilities:

- Dealing with bookings
- Customer Service
- Checking guests in and out
- Preparing bills and payment methods
- Handling complaints or problems

## **Interests/hobbies**

- I enjoy socialising with friends and going to concerts
- I am interested in meeting new people and gaining new experiences
- I also enjoy going on long walks

## **Skills/Characteristics**

- Strong work ethic
- Keen eye for detail
- Housekeeping skills (cooking, cleaning, washing etc.)
- Quick Learner
- Outstanding customer service skills
- Excellent problem-solving skills