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**PERSONAL INFORMATION:**

Name: Cvetanka Brdarovska  
Address: Karposh 5-3/15  
Phone: 078/644-151  
E-mail: [javevacvetanka@yahoo.com](mailto:javevacvetanka@yahoo.com)  
Nationality: Macedonian  
Date of birth: 23.08.1986

**EDUCATION:**

Institution: Gymnasium,, Kocho Racin '' Sveti Nikole, Macedonia  
Date: 2004  
Institution: Faculty of Education- Bitola  
Diploma: Undergraduate Studies  
Field of Studies: Macedonian and English  
Type of Institution: University

**TRAINING:**

Organization: Movenpick Hotels and Resorts Doha, Qatar Skills gained: Work in accounting, required auditing, reports etc.

Organization: KOUZON-Skopje  
Skills gained: Introduction to Communication, Active Listening, Work Ethic, Body Language.

Organization: Celebrity Cruises- Miami, Florida  
Skills gained: Crew Administrator, F&B Administrator.

Organization: Global Gaming

Skills gained: Managing the work place, the employees, making daily, monthly and yearly reports.

**PERSONAL SKILLS AND COMPETENCE:**

Mother tongue  
: Macedonian Language

Other language: English  
\*reading: excellent  
\*writing: excellent  
\*speaking: excellent

Other language: Spanish  
\*reading: excellent  
\*writing: excellent \*speaking: excellent

**OTHER SOCIAL SKILLS:**

* Communication capabilities  
  Organizational capabilities  
  Teamwork Committed

**COMPUTER SKILLS:**

Microsoft office (Microsoft Word, Microsoft Excel, Microsoft Power Point), Internet, different internet browsers (Mozilla, Internet explorer, Opera). Microsoft Outlook (composing and sending emails).

* Typing.
* Email Communications.
* Creating and managing spreadsheets.
* Using databases.
* Working with word processing documents.
* Online research.

**WORK EXPERIENCE:**

2007-2008: Movenpick Hotels and Resorts Doha, Qatar (Chief Cashier in the main restaurant).

2008-2011: Movenpick Hotels and Resorts Doha, Qatar (Night Hotel Auditor).

2012-2016: Celebrity Cruises, headquartered in Miami, Florida (F&B Administrative Assistant).

2019-2022: Manager at Global Gaming, Bitola.