

CHELSEA EHIMARE

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PROFILE

Versatile professional with a distinguished background in the hospitality sector, excelling as a waitress in a five-star hotel and subsequently as a supervisor in a fast-paced restaurant. Accompanied by a First-Class Honours Degree in Information Technology, my robust technical foundation is complemented by extensive proficiency in various work management tools and computer literacy.

Leveraging my sharpened analytical thinking and problem-solving skills cultivated through my academic foundation in IT and practical work experience, I am well-positioned as a valuable asset for overseeing projects with a focus on efficiency, innovation, and successful delivery.

EDUCATION

Middlesex University, London

2022 - 2023

Major: BSc in Information Technology

Grade: First Class Honours

Aptech Computer Education

2019 - 2021

Major: Advanced Diploma in Software Engineering

Grade: Distinction

CORE COMPETENCIES

- Outstanding Communication and Inter-Personal Skills
- Strategic Thinking
- Thorough understanding of the Project Development Life Cycle
- Team management
- Adept in the utilisation of Microsoft Office Suite
- Project management
- Aptitude for thriving under pressure
- Organisational skills
- Collaborative Team Player

PROFESSIONAL EXPERIENCE

Tapa Tapa – London, UK

Oct 2023 – Jan 2024

Restaurant Supervisor

- Responsible for overseeing and coordinating the work of restaurant staff, including waitstaff, kitchen personnel, and support staff.
- Addressed operational challenges as they arose, whether it involved resolving conflicts among staff, handling customer complaints, or troubleshooting issues in the kitchen.
- Managed daily planning of workplace operations, clearly communicating targets to staff for smooth, efficient task delivery.
- Ensured high-quality customer service by monitoring interactions between staff and customers.
- Increased team productivity through effective staff planning, coordination and task delegation.

The Standards Hotels – London, UK

April 2023 – October 2023

Waitress

- Regularly communicated with kitchen and bar staff to maintain smooth front of house operations, minimizing potential service delays.
- Actively participated in team training sessions to elevate service standards and adapt to evolving guest preferences.
- Skillfully managed reservations for high-profile guests, accommodating special requests and preferences with grace and efficiency.
- Collaborative team player with a positive demeanor dedicated to delivering top-tier service.
- Exhibited an in-depth knowledge of the hotel's menu and cocktail offerings, ensuring guests received tailored recommendations.
- Adhered to health and safety regulations by examining food quality and maintaining cleanliness.

Preferred Physiotherapy & Wellness Clinic

February 2022 - August 2022

Personal Assistant

- Offered extensive administrative assistance to the clinic, encompassing tasks such as schedule management, correspondence handling, and meeting organisations.
- Maintained accurate records and documentation in the clinic, including patient files, invoices, and reports.
- Engaged with clients by responding to inquiries, coordinating appointments, and ensuring a positive client experience.
- Balancing diverse responsibilities within the clinic, including overseeing appointments, telephone correspondence, and aiding in day-to-day operations.

CERTIFICATIONS

Project Initiation: Starting a successful project

2024

Google Certified

Credential: <https://www.coursera.org/account/accomplishments/verify/CVXXRKGZ49LT>

Foundations of Project Management

2024

Google Certified

Credential: <https://www.coursera.org/account/accomplishments/verify/2PAUDZRS3Q4R>