



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **IRINA ARNĂUTU**
Address(es) No. 64, Kiseleff, KA5 block, apartment 5, 220191, Drobeta Turnu-Severin, Mehedinți, Romania.
Telephone(s) 0352404080 Mobile: 0773785180
E-mail irina.arn95@yahoo.com
Nationality Romanian
Date of birth 29.09.1995
Gender female

Education and training

Dates - 2015 – 2018, student at "Babeș-Bolyai" University, Cluj-Napoca, Romania
- 2010 – 2014, student at "Gheorghe Țițeica" College, Drobeta Turnu-Severin, Romania
Title of qualification awarded - Graduation Certificate
- Bachelor Degree
Principal subjects/occupational skills covered - Applied Modern Languages (English –Spanish)
Name and type of organisation providing education and training - "Babeș-Bolyai" University, Cluj-Napoca, Romania
- "Gheorghe Țițeica" College, Drobeta Turnu-Severin, Romania
Level in national or international classification - University level
- College level

Work experience

Dates 2018-
Occupation or position held Receptionist
Main activities and responsibilities - assist the guests and fill in the necessary documents for their staying
- answer the phone in a professional manner
- work with the booking program
- provide excellent customer service etc.
Name and address of employer Hotel Oscar***, Sinaia Street, nr.43, Cluj-Napoca, Romania
Type of business or sector Hotel

Personal skills and competences Self confidence, management of rapid changes, adapting information, undo mistakes, adaptability, team work, improving the style of learning and learning performances

Mother tongue(s) **Romanian**

Other language(s) **English, Spanish**

Self-assessment	Understanding		Speaking		Writing
<i>European level (*)</i>	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Spanish	C1	C1	C1	C1	C1

(*) *Common European Framework of Reference for Languages*

Social skills and competences Team spirit, good ability to adapt to multicultural environments, responsible and trustworthy, decisive and energetic

Organisational skills and competences Sense of organisation, leadership, influencing other persons

Computer skills and competences Good command of Microsoft Office tools (Word, PowerPoint)
Good command of using the internet.

Artistic skills and competences Singing, dancing, writing

Other skills and competences Swimming