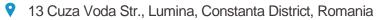
Curriculum Vitae LAURA REDA



PERSONAL INFORMATION

LAURA REDA



(+4) 0720 694 970

Sex Female | Date of birth 17/04/1970 | Nationality Romanian



BARTENDER HELPER

WORK EXPERIENCE

March 2017 - April 2019

BARTENDER HELPER

GOOSE RESTAURANT, SC. BULEVARD INTERNATIONAL SRL, ROMANIA

- Bar cleaning and equipment, preparing bar supplies such as liquor, fruit, dishes.
- Stocks refrigerating units with wines and bottled beer
- Replaces empty beer kegs with full ones
- Slice and pit fruit used to garnish drinks
- Washing glasses, bar, equipment, and polishes bar fixtures
- Mopping the floor
- Removing empty bottles and trash
- Mixing and preparing flavours for mixed drinks

July 2004 - March 2017

SELLER - PUBLIC ALIMENTATION

SC. CONPRESS GROUP SRL, ROMANIA

- Packed food and alcoholic/non-alcoholic drinks selling
- Primary Accountancy
- Financial management of small establishment (shop)



January 2002 – July 2004

GUEST RELATIONS MANAGER

PALM BEACH HOTEL, SHARM EL SHEIK, EGYPT

- Greeting guests on a warm and hospitable manner
- Assisting guests with all hotel needs throughout their stay
- Keeping an eye on room details for guests` comfort (room temperature, supplies, music)
- Ensuring that quality standards meet expectations on a day-to-day basis
- Handling complaints and conflicts in negotiations

March 1990 – June 1999

TRADE WORKER

SC COOPERATIST SRL, ROMANIA

Packed food and alcoholic/non-alcoholic drinks selling

EDUCATION AND TRAINING

1990 HIGHSCHOOL DIPLOMA

INDUSTRIAL HIGHSCHOOL CONSTANTA ROMANIA

CHEMISTRY AND ELECTROTECHNICAL

1990 PUBLIC ALIMENTATION CERTIFICATION

2005 RAILWAY SWITCHWOMAN/SIGNALWOMAN/POINTWOMAN CERTIFICATION

PERSONAL SKILLS

Mother tongue(s)

ROMANIAN

Other language(s)

| UNDERSTANDING | | SPEAKING | | WRITING |
|---------------|---------|--------------------|-------------------|---------|
| Listening | Reading | Spoken interaction | Spoken production | |
| B2 | B2 | B2 | B2 | B2 |







Communication skills

- great communication skills gained through my experience as trade worker and seller
- great interpersonal skills gained as guest relations manager by exercising empathy with all guests

Organisational / managerial skills

- creating and keeping deadlines
- goal setting and meeting goals
- coordinating events
- productivity
- multitasking

Job-related skills

- outgoing personality
- excellent team working abilities
- tact and diplomacy for dealing with difficult situations
- reliability

Digital skills

| SELF-ASSESSMENT | | | | | | | |
|------------------------|----------------|------------------|------------|-----------------|--|--|--|
| Information processing | Communica tion | Content creation | Safety | Problem solving | | | |
| Basic User | Basic User | Basic User | Basic User | Basic User | | | |

Levels: Basic user - Independent user - Proficient user

Digital competences - Self-assessment grid

Other skills

 cognitive flexibility (the ability to calibrate my perception depending on different people, situations and circumstances)

Driving licence

В