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CREWING AND MANNING AGENCY

office@aurasjobs.ro – 0040730 719 323 - 0040725 085 231

### CANDIDATE PROFILE

**Position:** Cruise ship / Housekeeping

**Accepts different/lower position offers :** Housekeeper as per offer

**Name / Surname :** Dana Glavan

**Date of birth:** 23.NOV.1979

**Address:** Ale. Farului, Nr. 5, Bl. E9, Sc. B, Et. 3, Ap. 36

**Telephone:** 0770 819 750

**E-mail:** [dana\\_glavan23@yahoo.com](mailto:dana_glavan23@yahoo.com)

**Nationality:** Romania

**Skype(social):** Cell number

**Photo**



### Education

Period	September 2019 – Present
Educational Institution	Economic High School, Mangalia, Romania
Degree	Tourism Technician

Period	September 1994 – June 1996
Educational Institution	Industrial High School Ion Banescu, Mangalia, Romania
Degree	Manicure, pedicure and hair salon

### Professional Experience

Period	<b>April 2015 – February 2018</b>
Employer	AS. AUTO BEST S.R.L./ Mangalia, Constanta
Position	<b>Secretary at driving school</b>
Special Duties & Responsibilities	Relate effectively with people in person and by phone; Prepare all school correspondence and teacher requests; Process/prepare all month-end reports; Prepare class lists for School Administration and Teachers; Type cumulative request forms for all new students and type statistical reports.

Period	<b>March 2011 – March 2015</b>
Employer	LEVENT MARKET/ Mangalia, Constanta
Position	<b>Seller for food area</b>
Special Duties & Responsibilities	Package relevant product and manage stock levels; Check to product is palletized correctly; Check waste is recycled correctly and ensure correct labelling.



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Period	<b>April 2009 – February 2011</b>
Employer	Guest house MIRUNA VALENTIN
Position	<b>Housekeeper</b>
Special Duties & Responsibilities	Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing; Ensure all rooms are cared for and inspected according to standards; Protect equipment and make sure there are no inadequacies; Notify superiors on any damages, deficits and disturbances; Check stocking levels of all consumables and replace when appropriate.

Period	<b>May 2007 – February 2009</b>
Employer	S.C. AVANTUL COOPERATIVA
Position	<b>Manicurist</b>
Special Duties & Responsibilities	Remove nail polish and rough skin; Clean, trim, and file nails; Massage and moisturize hands (for a manicure) and feet (for a pedicure); Polish or buff nails; Clean and disinfect their work area and tools.

Period	<b>April 2004 – April 2007</b>
Employer	Terrace at MITU - AUTOSERVIRE
Position	<b>Restaurant Waitress</b>
Special Duties & Responsibilities	Perform all necessary tasks to service food & beverage; Manage guest queries in a friendly, timely, and efficient manner; Ensure knowledge of menu and all products; Follow correct reporting procedures if faced with issues.

**Language Skills / level (beginner, medium, advanced)**

- Romanian: Native
- English: Beginner
- Spanish: Beginner

**References and Diplomas: Manicurist**

**Availability:** As per offer

**Salary Expectations:** As per offer



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## **Consent to Use Job Application Data (GDPR)**

As part of any recruitment process, our organization collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations as per GDPR regulation. This Statement aims at informing you of how our organization is going to use the information you submit when applying for a job.

Data will be stored in a range of different secured places, including on your application record, in HR management systems and on other IT systems (including email).

We need to process data to take steps at your request prior the employers to entering into a contract with you. We may also need to process your data for the employers to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations.

Our organization has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

If your application is unsuccessful, our organization may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Employer and retained during your employment.

Providing your Job Application data is voluntary. However, if you choose not to provide all of the data that is requested for your application, our ability to consider you as a candidate may be limited.

The Job Application data you provide will be used to assess your application for employment, to verify your information and conduct reference checks, and to communicate with you and inform you of further career opportunities. If employment you accept employment with our clients, the information collected will become part of your employment record and will be used for employment purposes.

By submitting your Job Application data you are granting your consent to the processing of that information, including to the transfer of your Job Application data in accordance with this Statement.

For other information or enquiries, you can contact us at office@aurasjobs.ro or 0040725085231 / 0040730719323