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**Popa Cristina Maria**

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**PROFILE**

I am motivated and organised person, with excellent communication and interpersonal skills, strong team player. I can adapt quickly and form good working relationships easily. I am used to work in a busy environment and I have good time management with extremely efficient multi-task role ability.

I have exceptional attention to detail and possess a professional “**can do**” attitude at work.

**EDUCATION**

* Economist graduate / Diploma Licence West University of Timisoara, Romania
* National College Andrei Muresanu of Bistrita, Romania- Baccalaureate Degree, profile Economics
* Ministry of Transport, Construction and Tourism /Tourism Brevet –Manager in Activity of Tourism
* Licence ECDL European Computer Driving

**EMPLOYMENT HISTORY**

**February 2019- June 2019 – Cafe Miraje , Private household Catering &banqueting server private events– Chicago, IL, USA**

* Take food and drink orders from customers accurately and with a positive attitude.
* Collect payments from tables.
* Prepare checks that itemize and total meal costs and sales taxes.
* Answer calls to the household phone, greet guests at the door, assist in the planning of events and dinner parties, oversee table settings, and serve drinks and food. and clean up at the events
* Responsible for accommodating all guests at a function while circulating the room.

**January 2018- December 2018 – Restaurant ROD, Exquisite Catering Romania - Event planner,catering service**

* Resposible for collecting event information and power requirements from show management official , event service provider decorators and exhibitors
* Coordinated activities of private events( includes Debut, Weddings, Product Launch) with personnel to provide fast and courteous service
* Manages Social Media Marketing
* Coordinated with suppliers, handled selection and booking of venues, supervised rehearsals of participants in events’ programs
* Created a database of suppliers that enabled clients to select based on their budget
* Participated in the coordination, synchronization, seating of guests and timing of programs in weddings and debuts.
* Participated in searving food & drinks to quest
* Assisted in closing and cleaning duties

**September 2016 – December 2017 Administrative HOTEL DIANA \*\*\* Bistrita ,Calea Moldovei. ROMANIA**

* Managed the daily operations of the Hotel including Conference Management, Rooms, Reservations,
* Managed a 63 room hotel of all cleanliness of rooms and public areas, and meeting space .
* Participated in planning, budgeting and execution events
* Supervises production and distribution of invitations to all events
* Presents proposed plans, budget and updates to manager
* Handles ocular inspection of proposed venues
* Organize and schedule meetings and appointments
* Produce and distribute correspondence memos, letters, faxes and forms
* Provide general support to visitors
* Provide information by answering questions and request

**March 2015 July 2016 – Chelsea River Practice, Household of Lord of Hampstead Personal assistent – LONDON, UK**

* Planning serving all private parties and events.
* Ensured quest satisfaction by being friendly and accesibile
* Supervised cleanliness of dinning and work area
* Contribution to organisation of Concern for Mental Health charity and private events, including assistance with guest requests and demands, coordinating&serving catering and staffing, set-up and take down of equipment, in-event activities (auctions, raffles etc) and associated paperwork
* Filing and administration for clinic client base
* Receive and welcome visiting patients, manage calls, post and emails, handle invoices, cheques and process expenses, arrange couriers, travel and charity events and conferences
* Housekeeping duties

**April 2015- December 2015 Head Housekeeper, - Clinic Hair Transplant –ARHT GLOBAL -London King Cross WC1X 8QD**

**October 2014**—**March 2015 –Head Housekeeper*-* Tallyhogym London North Finchley**

* Responsible for the maintenance, care and appearance of all gym Public Areas.
* Investigated complaints regarding housekeeping service and equipment and took corrective action.
* Examined GYM, to determine need for repairs, replacement of furniture or equipment and made recommendations to management.

**March 2012- October 2014** - **Tourism Officer** **County Council Bistrita – Nasaud, Romania**

* Organising special and seasonal events and festivals;
* Providing funding and business advice and sending e-newsletters to local businesses;
* Developing e-tourism platforms, including websites, and constructing business databases;
* Giving talks to local parties, community groups and schools, and handling media enquiries.

**March 2004 - 01.04.2014 –City Hall of Bistrita, Romania**

* + Economist - Department Economic - Fiscally ascertain and investigate all documents and facts resulting from the activity of the taxpayer inspected or others on the legality and tax conformity of, tax information analysis and evaluation