**CURRICULUM VITAE** 

**CODRUTA OANA SALATIUAN**

Address:

DUBAI, UAE

Mobile: +971 50 2741553

E - mail address: salatiuan7codru@yahoo.com

Qualifications:

Graduated from the High School of Art, Baia Mare, Romania,

Certificate in **Fine** **Arts and Humanities** (1995)

Graduated from the North University, Faculty of Letters,

Baia Mare, Romania

The title of **Bachelor of Philology, English language and literature** (1999)

**Linguistic Certificate in French** (1999)

**Certificate in Education** (2001)

**IT Skills Certificate** (2002)

Work history:

* Currently **Team Leader Communication Center** at **Sofitel Dubai Downtown** (Pre –opening April 2014- present)
* **Senior Guest Services Agent** at **Sheraton Hotel Mall of The Emirates**
* **Senior Guest Service Agent / Guest Relations Officer** at **Auris Tecom First Central Suites Hotel** ( Sept. 2011 to Jan. 2012 )

**-Telephone Operator Supervisor** for **Rotana Al Aqah Resort Fujairah**, UAE, from July 2009 to September 2011;

- previously, **Front Office Agent** from July 2009 to December 2010, within same hotel

November 2007 to January 2009

**Assistant Cashier** for Goldbergs Solicitors in Plymouth, UK

My duties were: filing, data entry, closing files, time recording, cash and checkes handling together with other admin tasks.

October 2006 to July 2007

**Revenue Protection Officer / Administration Agent**

Duties include evaluating and checking the items sent by Royal Mail, UK

The purpose is to find and highlight the underpaid mail items.

August 2006 to November 2006

**Avon Sales Representative**

The role involved taking orders from the customers, delivering the items,

providing excellent customer service, cash handling, using the PC for paying and ordering on line, maximising the sales.

July 2006 to August 2006

**Receptionist**

Invicta Hotel, Plymouth, UK

June 2006

**Receptionist-Renwicks Peugeot** (temporary contract)

Dealing with the customers face to face and on the phone, working in close relation with the sales team.

May 2006

**Penalty Officer-Plymouth Combined Court** (temporary position)

Data Entry

February 2005 - December 2005

**Distributor**

The job involved finding potential customers, taking orders, delivering items, cash handling.

November 2005

**Keyboard operator - Royal Mail**

Data Entry

April 2004- December 2004

**Au Pair in a British family**

February 2002 - April 2004

**Translator and Interpreter - The Chamber of Commerce and Industry, Maramures, Romania**

My role was to translate technical/commercial/business related materials, from and into English and French, needed for different events the institution organised and where I took part (external services, fairs, exhibitions, economical missions, diplomatic delegations, external affairs delegations).

August 1999 - June 2003

**Teacher of English in primary, secondary and high schools, Baia Mare, Romania**

Languages:

Romanian native speaker

Fluent in English and French

Good understanding of Italian and Spanish

At present freelancer in the field of translations and interpreting

Other skills:

Very good interpersonal, organisational and customer service skills

References:

George Marcas, President of the Chamber of Commerce and Industry, Maramures, Romania

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Raymond Lawrence Toms

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