

# April Go-Gagoshidze

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## EXPERIENCE

### **DFS Middle East LLC, Abu Dhabi, UAE – Scheduling Specialist**

Mar 2008 - Aug 2016

Main role: Productivity reporting, staff scheduling, assist in payroll administration

### **Antiques As Accents, Philippines – Senior Sales Assistant**

Jun 2004 - Feb 2008

Main role: Administrative support to the Marketing and Sales team

## EDUCATION

### **Tertiary: Saint Louis University Baguio City, Philippines – Bachelor of Science, Major in Financial Management**

2000 - 2004

### **Secondary: Saint Mary's Academy Rosario, Philippines**

1996 - 2000

### **Elementary: Paran Laruan Elementary School, Philippines**

1990 - 1996

## LANGUAGES

**Filipino:** *mother tongue*

**English:** *fluent*

**German:** *B2*

## ACCOMPLISHMENTS AS SCHEDULING SPECIALIST

**Author – MS Excel database:**  
centralized staff schedule templates,  
staff training, staff productivity,  
account expense reports

**Trainer – MS Applications, and InDesign:** Trained more than 10 Team leads and other administrative support teams

**2016 Airport bid team support:**  
Provided administrative and technical support to the completion of bid documents for the Airport bid team, i.e. Oman Airport and Midfield Terminal Abu Dhabi

## COMPUTER SKILLS

MS Office (Excel, Word, PowerPoint, Outlook)

Google Drive

Adobe InDesign

Adobe Photoshop CC

Oracle Database

## OTHER INTEREST

I like watching fantasy movies and TV series.