

# ANDY ROTIN

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## Objective

Recently graduated from the University of Malta with a Bachelor of Arts (Hons.) in Criminology whilst also possessing several work experience in various sectors. Seeking to join a company where I would be able to improve and broaden my knowledge as well as implement what I have already learned. A dedicated worker willing to learn from those possessing much more experience and willing to take on responsibility as quickly as possible.

## Experience

### Front Office Administrator

Grinvest LTD, Malta  
Aug 2019 - Present

My role was to maintain and keep the office going throughout the day. Dealing with phone inquiries, maintaining the company website, assisting other workers and handling walk ins. Would also do other tasks related to maintenance depending on what would have been asked of me.

### Bar Attendant/ Owner

The Castellano Cafe & Wine Bar, Malta  
2019

My role within this establishment diversified since I was the owner of this business and therefore had to various tasks to deal with its everyday needs.

### Real Estate Specialist

REMAX, Malta  
Jan 2019 - Aug 2019

My role was to work independently on the selling of residential and commercial property in Gozo. I also had to work on listing new properties to put on the market and constantly communicate with buyers and sellers to listen to their needs. Part of this job also was to be constantly in touch with lawyers, architects, notaries and other professionals related to the field

### **Assistant Project Manager**

J.Portelli Projects, Malta  
2017 - 2019

My role with this company consists of assisting the Head Project Manager with his various duties related to the finishings and on-site progress of the construction of apartments, houses and boutique hotels; all done according to the needs and wants of the company's customers. The role also consists of having to manage a team of construction workers and leading them accordingly to where work is needed. My position also requires that I constantly deal with architects, lawyers and major government entities.

#### **Main Achievements:**

- Contributed to the construction and finishing of the Quaint Hotel in Sannat, Gozo
- The finishing of several apartments in Hal Saghtrija Complex in Żebbuġ, Gozo
- Contributed to the early work stages of the Mercury Towers in St.Julians,Malta
- Finished alongside side my team of workers several apartments and houses throughout Malta and Gozo

### **Bar & Beverage Attendant**

Horatio's Upper Deck, Malta  
2015 - 2017

I was entrusted with the running and functioning of the Bar as well as managing its logistics and marketing. This role also consisted of having to come up and organize various entertainment events in order to attract more customers for the business.

### **Sales Representative**

Maltco Lotteries Limited, Malta  
2013 - 2015

The role involved in this position consisted of managing a Maltco Lotteries Booth and assisting all customers when it comes to their purchases of lottery tickets as well as explaining all the information required by any potential customers who wanted to know more about any of the lotteries and games involved or anything that was offered by the company.

## **Qualifications**

**Bachelor of Arts (Hons.) in Criminology (MQF Level 6)**  
2015 -2018  
University of Malta

**Anti-Fraud & Payments Handling Course**  
2018  
iGaming Academy, Malta

**Matriculation Certificate (MQF Level 4)**  
2013 -2015  
History & Marketing at Advanced Level English Language, Maltese, Philosophy, Environmental Science & Systems of Knowledge at Intermediate Level

**EDEXCEL Certificate in English Language**  
2011  
Edexcel, United Kingdom

**ECDL Foundation Certificate**  
2010  
ECDL, Malta

## **Languages**

**English** – Near native/Fluent in speaking, writing and understanding

**Maltese** – Native Language

**Italian** – Good command/ Working Knowledge

**French** – Basic Communication