

## PERSONAL INFORMATION

Alison Galea



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Sex Female | Date of birth 11/03/1978 | Nationality Maltese

JOB APPLIED FOR  
POSITION  
PREFERRED JOB  
STUDIES APPLIED FOR

Office Work

## WORK EXPERIENCE

Dates	01/10/2012 – to date
Occupation or position held	<b>Accounts Clerk</b>
Main activities and responsibilities	Taking care of local invoices and payments of suppliers. Boarding Passes and Reservations.
Name and address of employer	Sunspot Tours 97, Nicolo Isuard Street Sliema
Type of business or sector	Tour Operator
Dates	01 November 1996 – 01 July 2005
Occupation or position held	<b>Accounts Executive / Reservations Manager</b>
Main activities and responsibilities	All Bookkeeping duties and supervising debtors and creditors ledgers and payments to suppliers. Proficient in back office day to day running in replacement of the Reservations Manager. Handling of reservations and filing. Receptionist duties when needed in absence of the receptionist. Proficient in running the Accounting Package - Fidelio Front Office. Running, supervise and control all back-office of the hotel.
Name and address of employer	Canifor Hotel Triq in-Nakkri, Qawra (Malta)
Type of business or sector	Accommodation and food service activities
Dates	01 April 1997 - 31 December 2000
Occupation or position held	<b>Waitress</b>
Main activities and responsibilities	Waitress in wedding receptions.
Name and address of employer	Villa Arrigo Ltd Valletta (Malta)
Type of business or sector	Accommodation and food service activities
Dates	01 February 1996 - 02 April 1996
Occupation or position held	<b>Sales Girl</b>
Main activities and responsibilities	Sales Girl.
Name and address of employer	Auto Sales Ltd Lija (Malta)
Type of business or sector	Wholesale and retail trade; repair of motor vehicles and motorcycles

Dates	15 May 1995 - 27 May 1995
Occupation or position held	<b>Office clerk</b>
Main activities and responsibilities	General clerical duties.
Name and address of employer	Amphoria Travel Ltd. Msida (Malta)
Type of business or sector	Travel Agency

## EDUCATION AND TRAINING

Dates	30 <sup>th</sup> November 2012
Title of qualification awarded	<b>Diploma in Management</b>
Principal subjects/occupational skills covered	The specific objectives where: <ul style="list-style-type: none"> <li>✓ To increase competences of managerial level employees where the term managerial is understood as supervisory level and above; managers will in turn better their employees;</li> <li>✓ To introduce and continue a Continuous Professional Development Programme (CPD) for employees at managerial level through participation in the project's lifelong learning programmes;</li> </ul>
Name and type of organisation providing education and training	ADVANCE Tourism Training Programme
Level in national or international classification	MQF Level 5
Dates	1987 - 1995
Title of qualification awarded	<b>Ordinary Level/GCSE Certification (5)</b>
Principal subjects / occupational skills covered	Maltese Language, English Language, Italian Language, Mathematics, Accounts.
Name and type of organisation providing education and training	Immaculate Conception Secondary School Hal Tarxien (Malta)

## PERSONAL SKILLS

**Mother tongue(s)** Maltese

**Other language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B1	B1	C1
	Replace with name of language certificate. Enter level if known.				
Italian	C1	C1	B1	B1	B1
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication skills** ▪ Very Good Communication Skills - Gained experience while working at the Canifor Hotel dealing with tourists at the front office desk.

**Organisational / managerial skills** ▪ Very Good Managing Skills - I worked as a replacement of the Reservations Manager managing all back-office work and employees.

**Computer skills** ▪ Proficient user of Microsoft Office™ tools (Word™, Excel™, PowerPoint™, Publisher™, Outlook™); and latest operating Systems. Skills acquired through experience.

**Other skills** ▪ Sports: Squash – Play squash twice a week at the Marsa Sports Club.

**Driving licence** ▪ C1, B, C1E, BE