

Roland Pauliner

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Professional Summary

Committed, flexible and responsible professional, capable of working in a team and individually. Proven track record of excellent workplace dedication coupled with a strong work ethic. Well rounded and respected employee entrusted with leadership roles (Volunteer Coordinator) and major support roles (Assistant Manager).

Education

University of Essex , Colchester UK	Honours Degree in BA Criminology
GPA 3.7 - Research Project as final year Dissertation	2016

University of Arkansas , Fayetteville AR	Year Abroad in Criminal Justice
GPA 3.75/ 4.0 - Dean's & Chancellor's List	2015

Relevant Experience

Tim Snively Law Firm , Fayetteville AR	2015
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Legal Intern

- ❖ Preparing, proofing legal documents for attorney's review, administrative duties, taking part in firm meetings with clients and running errands for the firm.

Residents' Interhall Congress , Fayetteville AR	2016
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Executive Volunteer Coordinator

- ❖ Responsible for coordinating 50+ volunteers, communicating with different organisations, managing volunteering projects and the branch as a whole.

Employment

Google Food , Zurich Switzerland	2017- Present
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Front of House Assistant Manager

- ❖ Supervise a team of 10 employees, oversee daily operations, administrative tasks, including bookkeeping, training, equipment and food ordering, maintenance, and other needs as they arise.
- ❖ Maintain communication with clients and deliver outstanding customer service, fulfilling the needs of Google employees.

Robi Fitness & Cardio Center , Satu Mare Romania	2016 -2017
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Assistant Manager

- ❖ Key member of the management team, heavily involved in business development and marketing.
- ❖ Responsible for the opening of a supplement shop, payroll and administrative tasks.
- ❖ Point of contact for clients, manufacturers, suppliers and contractors.

Professional Attributes:

- ❖ Ability to work under pressure and build a strong working atmosphere that has energy and vitality.
- ❖ Writing accurate reports, analysing, assisting and resolving issues promptly.
- ❖ Capable of understanding complicated and detailed procedures.
- ❖ Can do attitude with experience of working as part of a bigger team.

Skills

Computer: MS Excel, Office, Powerpoint, Word

Languages: English - Business Fluent (TOEFL iBT 99/120; Cambridge Advanced,, IELTS 8.0/10)

German - Conversational Fluent

Hungarian - Mother Language

Romanian - Business Fluent

