

CV

LAST AND FIRST NAME IRINA IVANOVA
HOME ADDRESS Ukraine 92301, Luhansk region, Novopskov.
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DATE OF BIRTH 10.28.1985
LANGUAGE SKILLS Ukrainian, Russian, English (intermediate), German (basic)
COMPUTER LITERACY Word, Excel, Access, Internet
AIM Challenging position in hotel (reception, manager)
PERSONAL PROFILE Able to find common language with all kinds of people and to settle conflict situations between them, diligent at work. whatever she starts she carries it through. Friendly, polite with guests, a hardworking, steadfastness and self-control, responsible and outgoing young person who is able to cope with different problems.
HEALTH Non smoker
INTERESTS Traveling, dancing, swimming, drawing, singing
EDUCATION AND TRAINING 2003 to 2007 – Bachelors degree in hospitality (Hotel, Restaurant and Tourism management), Luhansk Taras Shevchenko Nationality University, Ukraine 2007 to 2008 - graduated master degree of Luhansk Taras Shevchenko Nationality University, Ukraine

WORK EXPERIENCE:

June 2008 to present

Luhansk Hotel "SLAVYANSKY"

Hotel manager

- Supervising Front-of-House operation
- Taking bookings
- Confirming reservations

- Dealing with the money side of things (take payments, check the petty cash, do the accounts change currency)

October 2007 to May 2008

Coffee House, Luhansk, Ukraine

The barman

- Taking drink orders
- Making cocktails
- Decorating cocktails
- Handling money

Summer 2007

Camp Silver Beach, Jamesville, VI, USA

Food server

- Serving food and drinks
- Washing dishes

Housekeeping

- Cleaning dining hall

April-August 2006

Hotel "DRUZHBA", Luhansk, Ukraine

An assistant manager

- Supervised the operation of the night shift
- Dealt with questions and complaints
- Conducted routine checks of the hotel
- Made the daily reports

May 2004 to March 2005

Hotel "HOTEL", Luhansk, Ukraine

Housekeeping

- Cleaning rooms
- Making beds