



👤 27 years

📍 Chișinău

**Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>**

# Office Manager

## Work experience

**Angajat ordinar** · Party Hire North Shore & Northern Beaches · Sydney

*February 2024 - July 2024 · 5 months*

Skills: Lucru in echipa, Punctualitate

**Receptionist(ă)** · University of Trento · Trento

*January 2023 - December 2023 · 11 months*

Welcome visitors, manage room bookings, answer phone calls and emails, provide information, coordinate with other departments, solve problems, organize documents, monitor space availability.

Skills: Professional Attitude

**Tour guide** · Adriano Marina Gest S.R.L · Ravenna

*February 2016 - August 2021 · 5 years 7 months*

Tour guide. Staff training. Collaboration with the back office.

Skills: Team working, Professional Attitude, Problem Solving

**Supervizor** · Viking Tours Norway · Bergen

*September 2019 - May 2020 · 8 months*

Welcoming and escorting cruise customers from the airport. Organizing the work shifts of the reception staff.

Skills: Professional Attitude

## Courses, trainings

**Global Leadership Program**

*Graduated in 2024*

Organizer: Macquarie University of Sydney

## TOP Skills

- **Professional Attitude** · 7 years
- **Problem Solving** · 5 years
- **Team working** · 5 years
- **Lucru in echipa** · 6 months
- **Punctualitate** · 6 months