

CV/Resume

Personal information

Name **Jana Janeva**
Address Partizanska 12, Skopje, Macedonia
Phone No. +389700000
E-mail jana.janeva@zip.com.mk
Nationality Macedonian
Date of birth 09/21/1990
Gender Female



Work experience

2010 06 – 2010 09 Restaurant „The City“ (Macedonia), waitress
Responsibility Responsible for taking orders from the guests, preparing coffee, hot, cold and mixed drinks, inform customers for daily special.

Education

2009 - present Skopje University of Economics
1992 - 2009 „Nikola Karev“ Secondary school

Personal characteristic

Strong leadership skills, hardworking, good in adapting to different kind of situations, strong attention to details.

Compiuter skills

Windows XP, Widows 7, Windows Vista, MS office.

Languages

English, Spanish, Italian

Additional information

Driver's license? No
Certificates Red Cross, Certificate II in Hospitality
Hobbies Reading books, sports, traveling

Objective on Work and Travel program

Gain international experience the hospitality industry at a leading US business, exchange culture and business practice. Use hospitality, tourism management, communicating skills and abilities while providing consistent prompt and friendly service.

Preferred work dates

Earliest – latest start date: June 15 – June 25, 2012
Earliest – latest end date: September 1- September 15, 2012