

## Curriculum Vitae

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### *Personal Details*

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QRSG201300074**

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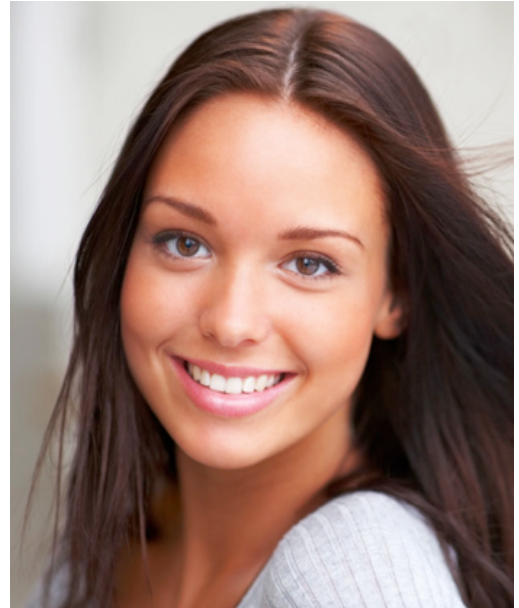
Age: 28 years

Date of Birth: 24<sup>th</sup> April 1985

Gender: Female

Nationality: Estonian

Languages: Estonian (mother tongue)  
English (fluent)  
Finnish (moderate)  
Spanish and Russian (fair)



### *Employment History*

November 2012 - February 2013

**Radisson Blu Hotel Olümpia  
Lobby Bar and Englishman Pub  
Estonia, Tallinn**

*Position:* bartender

Radisson Blu Hotel Olümpia, Tallinn provides accommodation in the heart of Estonia's capital city. This hotel in Tallinn is perfect for business or leisure travel.  
<http://www.radissonblu.co.ee/olumpiahotel-tallinn>

I was working there for a short time at the position of a bartender in Lobby bar and Englishman pub.

*Responsibility and duties:*

- Serve drinks and collect money;
- Check identification of customers to verify age requirements for purchase of alcohol.
- Take beverage orders from serving staff or directly from clients.
- Serve wine, and bottled or draft beer.
- Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.
- Serve snacks or food items to customers seated at the bar.
- Slice and pit fruit for garnishing drinks.
- Arrange bottles and glasses to make attractive displays.
- Remove dishes and glasses from tables or counters, and butting them into dishwasher to clean.
- Clean bars, work areas, and tables.

November 2008 - August 2012

**Café VS LLC**  
**Estonia, Tallinn**

*Position:* manager / barman/ customer service

Café VS with its unique interior is a little coffee shop and crêperie – a delightful place to have breakfast, lunch, dinner with a friend or family, work behind your computer while having an afternoon coffee or enjoy a cherry beer before going out in the weekend.

*Responsibility and duties:*

- Escort customers to their tables.
- Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
- Describe and recommend wines to customers.
- Explain how various menu items are prepared, describing ingredients and cooking methods.
- Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine.
- Take beverage orders from serving staff or directly from patrons.

- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.

*Key responsibilities as manger:*

- Recruiting staff;
- Arranging staff meetings;
- Training and development;
- Handling complaints and queries (from customers and staff);
- Order or purchase food or beverages, supplies or equipment;
- Ensure the efficient running of the bar operations and the continued profitability of the bar;
- Supervise the work of bar staff and other bartenders;
- Any other duties the establishments may reasonably require in conjunction with the operation of a cafe and a bar;

December 2007 - September 2008

**Liquid Lounge LLC**  
**“Liquid Lounge”**  
**Marbella, Spain**

*Position:* Customer service / waitress

“Liquid Lounge” had modern Italian food that had been developed to cater for both those wanting a nibble at the bar and those looking for a substantial meal. The quality of food was matched by a fantastic selection of drinks. It is the ideal place to meet up for a drink without or before diving into the nightlife.

*Responsibility and duties:*

Offers seats for he clients;  
 Serve drink and foods;  
 Introduce the menu;  
 Preparation of dishes and tables;  
 Collect money for catering.

June 2004 - July 2005

**LLC Sergon Kaubandus**  
**”Osman” kebab grill**  
**Estonia, Tallinn**

Osman is a grill and meat restaurant - a feast for belly and spirit. One can visit Osman just to have lunch or dinner or any other special occasion. <http://www.osman.ee/>

*Position:* customer service

*Responsibility and duties:*

- Take food and drink orders;  
Table maintenance;  
Be prepared to answer questions of the menu, food in general;  
Clean tables before service-polish glasses, silverware, clean chairs;  
Run food to tables, know position numbers;  
Perform other related works as required.

December 2003 - May 2004

**LLC STUUDIO 99**  
**“Studio 99” fitness club**  
**Estonia, Tallinn**

Aerobics / dance studio. Sauna and baby sitting service. Place also serves as a beauty parlour.

*Position:* receptionist /administrator

*Responsibility and duties:*

- Welcome and assist customers and clients;
- Answer phone and e-mails.
- Put down appointments
- Show facilities
- Make tee and coffee
- Clean showering and dressing areas;

***Educational History***

2001- 2004 Tallinn Secondary School No 32 / high school  
1992- 2001 Tallinn Secondary School No. 37/basic

***Professional Development***

2010-2012 Different wine and champagne tasting courses (3x 3h)

Dec '2008 Different Lavazza coffee courses (2x 4h)

May '2007 Bacardi-Martini barmen' competition / ranking 4<sup>th</sup> and prize for the best flavour

Oct '2003 Trendline Seminars / course: Servicing sale and selling service; 8h

***Additional skills***

IT/ Computing: PC user: MS Word, Excel / Internet / E-mail

Estonian driving licence: B- category (since 2003)

***Interests***

Sports: (water)aerobics, spinning, roller-skating, mountain skiing etc, bowling, reading, theatre, cinema, travelling, preparing food and greatening new recipes.

***References***

1. Martin Kaal, Managing Director at Café VS,  
+37256954442, martin.kaal@vsss.ee