

Curriculum Vitae

Female

D.O.B. 21 June 1999

Number of years working in industry: 7 years 3 months

Candidate ID Number: 79138

Nationality: French

Language Skills:

Fluent: English, French

Permitted to work in: European Union, UK - United Kingdom

Position Sought: Receptionist

Personal Statement

Seeking work in international locations

Employment History:

November 2018 - Present - Receptionist at (most recent employer hidden for confidentiality) Covent Garden, UK - United Kingdom, (Product Company)

Duties included:

- Preserving a clean environment at the reception
- Greeting customers and clients directing them to meeting rooms and offices
- Answering incoming phone calls
- Making calls towards companies for any services required for or to the building
- Ability to work efficiently under pressure
- Keeping a positive attitude in the workplace being a first point of contact
- Using the franking machine

Career Break - University

Education and Qualifications:

2020 University of Greenwich

BA (Hons)

Film Studies

2017 Sir George Monoux Six Form & College

- A-C in AS and A-Levels

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