




# Yuliia Rusak

- + SOCIABLE, I FIND COMMON GROUND WITH ALL INCLUDING FOREIGNERS
- + I'M LEARNING FAST - JUST SHOW ME WHERE IT IS AND WHAT TO DO WITH IT, I'LL FIGURE IT OUT))
- + RESPONSIBLE - I CAN PROVE TO YOU THAT YOU CAN COUNT ON ME
  - + ORGANIZED
  - + I ADAPT QUICKLY
- + I CAN LISTEN TO CONSTRUCTIVE CRITICISM
  - + HONEST
  - + I LIKE TO HELP PEOPLE
  - + FAIR



## CONTACT

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## SKILLS

- Work with PC
- Cash register
- Making coffee
- Cleaning
- cash programs

## LANGUAGES

- English
- Ukrainian

## EDUCATION

Kyiv university of culture

**higher education. Management of socio-cultural activities**

Sep 2022 - Present

Odessa National Polytechnic College

**Accounting. Secondary special education**

Sep 2015 - Jul 2018

## EXPERIENCE

Le Reve city hostel

**Receptionist**

12 2021 - 03 2022

- consulting clients by phone, business correspondence
- booking, check-in, check-out
- settlement of problems, questions, inquiries of guests
- work with PC, record keeping, work with cash register, tax program
- providing up-to-date information on all the company's Internet resources
- control and maintenance of the necessary conditions of the hostel

AromaKava, Altanka, DonutsClub, DukovSky

**Bartender**

11 2018 - 10 2021

- Russian

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## INTERESTS

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- Reading, Volleyball, Walking, TV-shows, leisure

-Preparation of simple alcoholic cocktails

-making coffee, coffee drinks, soft drinks

-Guest service, reception of the order

-Maintenance of cleanliness, preparation of letters of purchase, carrying out inventory

- internship of employees, compilation and editing of menus, calculations

- scheduling, control of work, delivery, delivery, communication with contractors, control of purchase and acceptance of goods

- keeping records of goods in the BarBoss program, checking raw material cards, compiling recalculations

- assistance in holding events, banquets, menu design, maintaining an Instagram profile

## Koam SEO

### **Factory worker**

09 2019 - 12 2019

Meeting of parts, marking, stickering, quality check, connection of parts of different types of diagram to the desired state.