

Curriculum Vitae



Iryna Ünlü

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Education

Kiev International University (master degree).Major-translation (English Language)

Knowledge of languages

Ukrainian, Russian-native

English- high

Turkish- beginner

Personal information

Family status: married

29 years old

Sociable, pleasant appearance, persistent, responsible. Always ready for abroad trip.

Objective

Seeking for a position that will develop my experiences ,background and skills.

WORK EXPERIENCE

Job title 1	English teacher
Company's name	İhtiyaç Academi (Penta)
Period / City / Country	2013-present
Responsibilities	To teach and educate students according to the provided guidelines, educational needs and abilities

Job title 2	Hostess, receptionist supervisor
Company's name	Ruth's Chris Steak House
Period / City / Country	2012-2013/Dubai /U.A.E
Responsibilities	Taking and schedule reservations, assigning guests to tables and escort them to their seats, provide menus. Assist customers in planning special events such as parties and banquets.

Job title 3	Waitress ,bartender, hostess
Company's name	Red Carpet restaurant
Period / City / Country	2011/Abu Dhabi/U.A.E
Responsibilities	Taking order of food and beverages, taking care of customers during serving period.

Job title 4	Guide(Cappadocia, Pamukkale, Alanya tour)
Company's name	Regesta Tour
Period / City / Country	2010/Alanya/Turkey
Responsibilities	Conduct a tour.

Job title 5	Front desk
Company's name	Alaska GS
Period / City / Country	2009/Ketchikan/USA
Responsibilities	Paper work.

Job title 6	Registration, front desk officer
Company's name	Mandoki hospitality managed resort
Period / City / Country	2007/Gulf Shores/USA
Responsibilities	Registration (checking in /out ,paper work, provide customer assistance through the exchange of various types of monetary notes ,credit)

Job title 7	Hostess ,registration, server assistant.
Company's name	Xanterra
Period / City / Country	2006/Yellowstone NP/USA
Responsibilities	Meet people at the front desk ,make hotel reservations ,booking and cancellation for guests over the phone ,fax or email and face to face, preparing bills and taking payments.
