**Name:** Keiara Burne Szobacsi

**Address:** Apartment 10 Garden Green Apartments, The Garden Village, Portlaoise Co.Laoise

**Date of Birth:** 22 March 1990

**Mobile:** 089 2072 125

**e-mail:** keiaraszobacsi@gmail.com



**Education:**

Scoil Dara, Kilcock, Co. Kildare – 2003 - 2008 – Completed Leaving Certificate

**Skills and Achievements:**

* I am bi-lingual – I’m a native English speaker and speak fluent Hungarian
* I am proficient in MS Suite
* I have great organisational skills
* I have excellent time management skills
* I have excellent people skills
* I have an excellent phone manner
* I have excellent communication skills
* I am a fast learner and adapt to new working environments easily



**Employment Record:**

|  |  |
| --- | --- |
| **Rafters Cafe - Portlaoise**  **Position: Supervisor** | **2015 November- 2016 August** |
| * Supervision | * General cooking |
| * HACCP control | * Preparation of food |
| * Stock ordering | * Barista |
| * Training of new staff | * Customer service |
| * General Housekeeping | * Stock check |
| * Till operation | * Dealing with customer complaints |

|  |  |
| --- | --- |
| **Relish Brasserie – Portlaoise**  **Position:Waitress** | **2013 December - November 2015** |
| * Cash handling | * Taking reservations over the phone |
| * End of day cash up | * Arranging takeaway orders |
| * Ordering of stock | * Stock check |
| * General waitressing tasks | * Till operation |
| * Drinks Preparation | * Customer service |
| * Dessert Preparation |  |

|  |  |
| --- | --- |
| **Captain House Restaurant - Tullamore**  **Position: Waitress** | **2015 March - March 2015** |
| * General waitressing tasks | * stock check |
| * Drinks preparation | * Till operation |
| * Taking reservations over the phone | * Customer service |
| * Arranging takeaway orders |  |



**Interests and Hobbies:**

* I have a great interest in cooking and baking. I am always trying new recipes and methods of cooking, I love entertaining at home and feel that food is a great way of expressing one’s self.
* I have a great love and interest in nature and animals.
* I have a love for music and writing my own songs.
* I have a great interest in photography and art.



**References:**

On request.