**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.