

Anna Nowak

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Personal details

Date of birth: 10 November 1985
Nationality: Polish

Profile

I am an enthusiastic, hard working and conscientious person who can work well within a team or as an individual without supervision. I am honest, reliable and a good time keeper. Available for immediate start.

Employment history

- August 2008 – December 2009 **Victoria Restaurant**, Edinburgh
Waitress, Full Time
- Taking orders and serving customers
 - Cash handling and operating the till
 - Keeping the restaurant area clean and tidy
- August 2007 – July 2008 **QWE Company**, Wroclaw, Poland
Administrative Assistant, Full Time
- Providing secretarial and administrative support to a manager
 - Arranging meetings and diary management
 - Audio typing and copy typing of document
 - Organised international travel arrangements
- July 2006 – August 2007 **Mexico Bar**, Restaurant, Wroclaw, Poland
Waitress, Part Time

Education history

October 2004 – May 2007 **University of Wroclaw**, Wroclaw, Poland
Public Administration, BA (Hons)

Skills

- Languages: conversational in English, fluent in German
- Computer software: excellent knowledge of Word, Excel, PowerPoint and Outlook
- Full, clean driving licence

Personal interests

- Sports: swimming, running and general keep fit

References available on request