

# **GABRIELA TVRDA**

1641 Hawes Street, San Francisco, CA 941 24  
cell 925-639 4699, gabcalik123@gmail.com

## **WORK EXPERIENCE**

**BENIHANA**, Burlingame, CA 02/2013-present  
bartender: preparing and serving house specialty cocktails and drinks of all kinds, serving wine  
beer and sake

**PIZZA EXPRESS RESTAURANT**, Chertsey, United Kingdom 08/2011-01/2013  
handle cash, bus tables, take orders, handling food, provide recommendations when requested,  
preparing deserts, preparing and serving wine, hot and cold drinks, cocktails

**CAROLINA RESTAURANT**, Garden Grove, Los Angeles 04/2008-07/2011  
bartender: preparing and serving cocktails and wines, planned for coordinated large parties and  
events, taking orders over the phone

**WINE SHOP and FLOWER SHOP**, Bytca, Slovakia 12/2006-04/2008  
store manager, selling and serving wines, oversaw the daily operations of retail establishment,  
product inventory, maintains store staff by recruiting, selecting, orienting and training  
employees, preparing and conducting monthly meetings

## **EDUCATION**

**Academy of Art University**, San Francisco, CA 06/2005-12/2006  
Interior design and architecture

**University of economics**, Bratislava, Slovakia 10/2002-05/2005  
Economy and Banking, B.B.A Finance

## **LANGUAGES**

native Slovak, advanced Czech, advanced English, advanced German

## **SKILLS**

*Operating systems:* Windows, Mac OSX and Linux

*Experienced:* MS Word, Excel, PowerPoint, Outlook, Pages, Adobe Acrobat, Adobe Lightroom,  
knowledge of HTML, PDF

*Social networks:* Facebook, Yelp, Blogging, LinkedIn

*Qualifications:* ability to work both in groups and individually to achieve goals, people  
relationships, excellent social skills, strong attention to details, excellent verbal and written  
communications, multitasking, strong organizational and time management skills, fast learner,  
making new connections easily, happy to work with and around people, energetic, positive,  
willing to learn and take classes required to learn other necessary skills

## **ACTIVITIES**

attended math olympiad, drawing and painting competitions, acting and drama classes,  
photography, skiing, snowboarding, hiking, camping, biking, swimming, jogging, dancing