

GABRIELA TVRDA

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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