


## PERSONAL INFORMATION



## Melania Daniela Trocan

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Date of birth 29/06/1986 | Nationality Romanian

## WORK EXPERIENCE

15/09/2013–20/01/2015

### Waiter

SC Monika Icon SRL, Bucharest (Romania)

A part-time work, at Restaurant Casa Merlin, with food serving mostly at events.

22/10/2014–03/12/2014

### Hotel Receptionist

SC Hotel Michelangelo SRL, Bucharest (Romania)

I left the job, at Hotel Michelangelo, to have more time for the english learning.

14/06/2013–01/09/2013

### Hotel Receptionist

SC Turism Hoteluri Restaurante Marea Neagra SA, Mangalia (Romania)

A temporary work, for the summer season, at Hotel Vraja Marii from Eforie Nord, until 01/09/2013, when the hotel closed for that year.

14/08/2006–11/04/2009

### Cashier

SC Kaufland Romania SCS, Bucharest (Romania)

## EDUCATION AND TRAINING

30/05/2011–12/12/2011

### Calification of Hotel Receptionist

SC Tourism, Hotel and Restaurant Consulting Group SRL (THR CG), Bucharest (Romania)

Course of Hotel Receptionist with practice in Hotel Ramada Plaza, Bucharest.

01/10/2009–21/07/2012

### Bachelor Degree

Faculty of Commerce. Academy of Economic Studies, Bucharest (Romania)

Specialization: The business administration in commerce, tourism, services.

## PERSONAL SKILLS

### Computer skills

Knowledge of hotel reception software: Fidelio, Medallion.

## ADDITIONAL INFORMATION

### Skills

Enthusiastic, serious, amiable, polite, helpful, hospitable, correct.