CURRICULUM VITAE

PERSONAL INFORMATION



- **Surname: Ivanova**
- **Given name: Irena**
- **Nationality: Bulgarian**
- **Tel. +359 878 85 8990**
- **E-mail: irena65work@abv. bg**
- **Gender: FEMALE**
- **DOB: 15.05.1965**
- **Religion: Christian**
- **Address: Pernik city, Bulgaria 2304**

PROFESSIONAL EXPERIENCE

- **Dates** 1984-2008
- **Occupation or position held** Hotel Administrator, Receptionist
- **Main activities and responsibilities**

- Accepting reservations
- Welcoming guests
- Registration
- Accommodation
- Accept payments in cash, by bank cards and by bank transfer

- **Name and address of employed** Hotels in Pernik
- **Type of business or sectors** Hotels

- **Dates** 2009 - 2010
- **Occupation or position held** Care Assistant
- **Main activities and responsibilities**

- assistance with personal care
- preparation or meals
- Visit the homes
- shaping trips and general companionship

- **Name and address of employed** Nursing home, UK
- **Type of business or sectors** Services

- **Dates** 2011 - 05.2018
- **Occupation or position held** Nanny in UK
- **Main activities and responsibilities**
  -Care for children aged 6 to 10 years
  - hygiene assistance
  - feeding help
  - help with taking medicines, if need
  - help outdoors
  - cooking
  - laundry
  - ironing
- **Name and address of employed** Fantastic Nanny, Varna, Bulgaria
- **Type of business or sectors** Services

- **Dates** 08.2018 - 12.2018
- **Occupation or position held** Arranger
- **Main activities and responsibilities**
  - Arranging gift sets and bouquets
- **Name and address of employed** OTTO Workforce, Nederland
- **Type of business or sectors** Manufacturing

- **Dates** 02.2019 – 12.2019
- **Occupation or position held** Kitchen porter at the buffet
- **Main activities and responsibilities**
  - Help the chef to prepare the food
  - Arranging the hall for a buffet table
  - Assisting customers in choosing food
  - Table setting and cleaning
  - Washing dishes
  - Kitchen cleaning
- **Name and address of employed** Dortmund, The Netherlands

- **Dates** 06.2020 - 09.2020
- **Occupation or position held** Kitchen porter
- **Name and address of employed** Sozopol, Bulgaria

- **Dates** 06.2021 - 09.2021
- **Occupation or position held** Kitchen porter
- **Name and address of employed** Sozopol, Bulgaria

- ·Dates 12.12.2021 - 02.02.2022
- **Occupation or position held** Kitchen porter
- **Name of address of employer** St. Margarethen im Lungau, Austria

- **Main activities and responsibilities**
  -Making sandwiches
  -Making pancakes
  -Cutting vegitables
  -Peeling potatoes
  -Making burgers
- -Making salads

• **Dates** 01.06.2022 – 31.12.2022
• **Occupation or position held** Assembly of medical devices
• **Name and address of employer** Austria, Iusbruck, Long Leonheard, Medizintechnik
• **Main activities and responsibilities**
- Making defibrillator boards
- PCB Quality checking
- Defibrillator packaging

EDUCATION & TRAINING

- **Dates / Qualifications / Place of Study**
  - 1983 Secondary education- town of Pernik, Bulgaria
  - 1985 Higher education- tourism- town of Burgas, Bulgaria
  - 2002 Greek institute of tourism management hotels and restaurants bachelor- Sofia, Bulgaria

FOREIGN LANGUAGES & ADDITIONAL SKILLS

- **Foreign Languages**
  - English- 82
  - Bulgarian- Mother tongue
- **Additional Skills**
  - Good team worker
  - Ready to work extra hours
  - Always smiling and polite
  - Honest and ability to adapt to new surroundings

HOBBIES & INTERESTS

- Hobbies Flowers and pets care