

CV 381621

<http://www.cvkeskus.ee/cv/381621>

Maya Bresler

Talented girl Cv



Age	22y
Gender	female
Marital status	married
Children	1 child
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OBJECTIVE

I search for work in service sphere. I am very sociable ,responsible and exact.

DESIRED POSITION

Primary choice	Category: Tourism / Hotels Level: skilled worker Job title: administrator
Second choice	Category: Customer Service Level: skilled worker Job title: administrator

DESIRED JOB

Time of start	upon agreement
Work arrangement	contract worker
Time of work	full-time
Workplace	office
Desired countries:	Cyprus

EDUCATION

Secondary education:

1994 - 2006 Tallinn Jewish School (Estonia)

1997 - 2004 Tallin Musical School (Estonia)

WORK EXPERIENCE

Jan 2005 - ... The private person (Estonia) - singer
Job description: I execute popular music in several languages. I also make show programs.

Sep 2007 - Jan 2009 Meriton Hotels (Estonia) - public administrator
Job description: My duties included dialogue with clients and management of restaurant work

Mar 2007 - Aug 2007 Baltexim OÜ (Estonia) - service manager
Job description: The decision of guarantee questions. Dialogue with clients and with factory of the manufacturer.

Jan 2006 - Dec 2006 Island cafe-bar (Estonia) - waitress
Job description: Customer service

LANGUAGE SKILLS

Language	Writing	Speaking	Understanding	Experience	Last used
Russian	mother tongue				
Estonian	excellent	excellent	excellent	20 years	recently
English	excellent	excellent	excellent	15 years	recently
Hebrew	beginner	medium	medium	5 years	1 year ago

COMPUTER SKILLS

Skill	Level	Experience	Last used
Office software:			
Adobe Acrobat	advanced	5 years	recently
MS Excel	advanced	5 years	recently
MS Outlook	advanced	5 years	recently
MS Word	advanced	5 years	recently
Operating systems:			

Windows 2000/XP	advanced	5 years	recently
Windows 95/98	advanced	5 years	recently
Graphics, design, multimedia:			
Adobe Photoshop	intermediate	5 years	recently
Programming languages:			
HTML	advanced	5 years	recently
Hardware:			
Network devices	advanced	5 years	recently

Additional Info: Availability of personal computerInternet availability

ADDITIONAL INFO

I am active, fair, exact and I quickly acquire new skills.