

Irina Pavlenko

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Address

63b Putney High street

A costume design student at the University of the Arts London (Wimbledon College of Arts) with more than 9 years experience in the service industry. Adept in handling the busy studying schedule and while working part time as a manager in a busy restaurant in Putney. Excellent team player and quick learner. Currently open for any experience in the film, theatre and costume industry. Outgoing and detail-oriented with a great passion for music, film, theatre, travel and literature.

Experience

2010present

Restaurant Manager

Lost and Co urban dining

Trained new employees in customer service and other procedures.

Trusted with opening and closing the restaurant.

Organised office transition from paper invoices to online invoicing.

Arranged the weekly rota.

Organised special events (Halloween, NY Eve)

20082010

Waitress/ Restaurant supervisor

Albert Hotel

Worked part time while studying

Trusted with opening and closing the restaurant in a 5 star hotel

Trained new employees

Education

2017-09present

University of the Arts London

Costume Design for Theatre and Screen

2007-092010-05

University of Latvia

BA in Modern Languages, English language department

Skills

Adaptability- worked on a contract for various companies in the home country and abroad

Teamwork- excellent team player with years of experience

Problem solving- improved workflow to increase productivity

Time management

Customer Service (more than nine years of experience in the service industry)

Russian- Native

English – Fluent