

**CV summary:**

Looking for a job in tourism, administration sphere

**Preferences:**

Industry: Consumer discretionary  
Occupation: Personal service workers  
Preferred countries: Australia.  
Desirable salary: 8000 € / Year  
Job schedule: Full-time  
Business trips: As per agreement  
Ready to start the work: In 2 days

**Personal information:**

Personal data will become visible to you only if you send the job offer to the applicant and he/she accepts your job offer.

Home address: Latvia, Riga  
Citizenship: Latvia  
Birth date: 27-Sep-1984  
Sex: Female  
Marital status: Married  
Children: Yes

**Job experience:**

Date of beginning / finish: 1-Mar-2007 - 1-Oct-2008  
Country: Latvia / Riga  
Industry: Financials  
Occupation: Other clerical support workers  
Responsibility and achievements:  
1. The operator of payment systems  
2. Secretary, office-administrator

**Education and courses:**

Date of beginning / finish: 1-Sep-2006 - Now  
Educational establishment: Baltic International Academy  
Country: Latvia, Riga  
Speciality: Hospitality, retail and other services managers  
Education level: 1st level higher professional education  
Education form: Night classes  
Status: Still studying

Date of beginning / finish: 1-Sep-2003 - 29-Jun-2005  
Educational establishment: Latvijas Universitate  
Country: Latvia, Riga  
Speciality: Legal, social, cultural and related associate professionals  
Education level: Bachelor  
Education form: Night classes  
Status: On academic holiday

Date of beginning / finish: 1-Sep-1999 - 25-Jun-2002  
Educational establishment: 54. Secondary school

Country: Latvia, Riga  
Education level: Secondary education  
Education form: Day classes  
Status: Graduated

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### Language skills:

Skills:	Understand a speech	Understand reading	Carry on dialogue	Make a speech	Writing skills
English:					
Certificate of completion, Riga, Satva.					
Latvian:					

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### Skills and competences:

Computer skills: Windows 95/98/2000/XP/Vista, MS Dos, MS Word, MS Outlook, Outlook Express  
Personal skills: I'm a hard-working, highly - motivated, tolerant, I have a high sense of responsibility  
Driving license: B