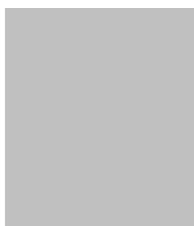


## PERSONAL INFORMATION

## Perpetua Farcas

 [Redacted] [Redacted] [Redacted]

Sex Female | Date of birth [Redacted] | Nationality Romanian

## STUDIES APPLIED FOR

## Bachelor in Business Administration

## WORK EXPERIENCE

June 2022 - September 2022

## Waitress

Wok Buffet El Verger, Spain

- Greeting and escorting customers to their tables
- Presenting the menu and providing detailed information when asked
- Preparing table by setting up silverware and glasses
- Offering menu recommendations upon request
- Up-selling additional products when appropriate
- Taking accurate drinks order by memorisation
- Communicating order details to the Bar Staff
- Serving drinks orders
- Arranging table settings and maintain a tidy dining area
- Delivering checks and collecting bill payments
- Carrying dirty plates, glasses, and silverware to kitchen for cleaning
- Providing excellent customer service to guests

Business or sector: service sector

June 2022 - July 2022

## Waitress

Cafelna, El Verger, Spain

- Greeting customers
- Presenting the menu and providing detailed information when asked
- Offering menu recommendations upon request
- Up-selling additional products when appropriate
- Taking accurate foods and drinks order by memorisation
- Communicating order details to the owner
- Serving foods and drinks orders
- Arranging table settings and maintain a tidy dining area
- Delivering checks and collecting bill payments
- Carrying dirty plates, glasses, and silverware to kitchen for cleaning
- Providing excellent customer service to guests

Business or sector: service sector

## EDUCATION AND TRAINING

October 2022 - Present

## Bachelor in International Business

Romanian-American University, Bucharest, Romania

- Microeconomics
- Fundamentals of accounting
- Management
- Investment efficiency
- Communication and Public Relations



- International Economics
- Finance
- Macroeconomics
- Economic Informatics
- Mathematics

## PERSONAL SKILLS

Mother tongue(s) Romanian, Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
IELTS: C1					
Spanish	B1	B1	B1	B1	B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills ▪ good communication skills gained through my experience as a waitress.

Organisational / managerial skills ▪ time management and meeting deadlines are habits developed throughout my school years.

Program-related skills ▪ listening, observing and relating skills, as well as communication and connection with people from other cultural backgrounds acquired through multiple relocations around Europe.

Computer skills ▪ good command of Microsoft Office™ tools (following the Economic Informatics course)

Other skills ▪ acting (from a theatre course in my freshmen year in high school)

## ADDITIONAL INFORMATION

Presentations  
Honours and awards

- Conflict: ways of managing conflicts (at the Students Scientific Communication Session online at the Romanian-American University on May 3<sup>rd</sup> 2023)
- 1<sup>st</sup> place diploma in high school
- 1<sup>st</sup> place overall in the high school exam

## EXTRACURRICULAR ACTIVITIES

- "Elements of Asian Business and Culture" held by Professor Kim-Shyan Fam PhD, FCIM, Dphil, DSM between October 31 – November 03, 2022
- "Introduction to Blockchain" held by Professor Kozhanov Murat, Ph.D. Abylkas Saginov Technica between April 24 – 28, 2023
- Students Scientific Communication Session - 03.05.2023
- "Korean Politics and Inter-Korean Relations" between 04.10.2023 – 22.12.2023.
- Tutoring Program Peer-to-Peer from the English Club
- Students Scientific Communication Session - 06.12.2023