**CURRICULUM VITAE**

**MARION**

[**Marion.349127@2freemail.com**](mailto:Marion.349127@2freemail.com)

**CAREER OBJECTIVES**

* To build a career in public relation customer care with a sense of responsibility to motivate and achieve performance targeted.

**PERSONAL DETAILS**

Gender : Female

Nationality : Kenyan

Marital status : Single

Language : English, Kiswahili,

Passport Status : Visit Visa

**EDUCATION BACKGROUND**

2007 : Zetech Collage

2002– 2005 : Moi Girl’s High School

Kenya Certificate of Secondary Education

**OTHER COURSES**

* Swimming
* Waitress and house keeping
* First aid and life support
* Fire alarming.

**SKILLS & ACHIEVEMENTS**

* Swimming
* Waitress
* House Keeping
* Excellent customer care and service

**JOB STRENGTHS**

* Excellent
* Organization and attention to details

**WORK EXPERIENCE**

**APRIL 2013 – OCT 2014 MILELE BEACH HOTEL (MOMBASA)**

**Position : Barista**

**Duties & Responsibilities**

* Promotes coffee consumption by educating customers;
* Selling coffee and coffee grinding and brewing equipment, accessories, and supplies;
* Preparing and serving a variety of coffee drinks, along with pastries and cookies.
* Maintains safe and healthy work environment by following organization standards .

**FEB 2011 – MARCH 2013 Anambo and Advocates**

**Position: Front Office/Receptionist**

**Duties & Responsibilities**

* Direct visitors by maintaining employee and department directories, giving instructions
* Maintain security by following procedure, monitoring logbook issuing visitors badges
* Maintain telecommunication system by following manufacturers instruction for house call and console operation.
* Maintain safe and clean reception area by complying with procedures rules and regulation.
* Maintain continuity among work teams by documenting and communicating actions, irregularities and continuing needs
* Contribute to team effort by accomplishing related results as needed.

**JULY 2009 – JAN 2011 TSS pop in Kenchick**

**Position: Cashier/Waitress/Barista**

**Duties &Responsibilities**

* Answering customer’s questions.
* **Handling complaints in a professional manner.**
* **Ensuring that customers are satisfied.**
* **Wiping tables and handing out menus.**
* Taking orders of food and drinks.
* Telling customers about the specials.
* Taking payments for the food and drinks ordered.

**JAN 2008 – MAY 2009 SAFARI PARK HOTEL**

**Position : Life Guard**

**Duties & Responsibilities**

* **Record keeping**
* **Pool maintenance**
* **Emergency procedures**
* **Public relation**
* **Safety check systems**
* **Pool management and the law**
* **General legal information**

**HOBBIES**

* Swimming
* Socializing
* Reading
* Travelling
* Athletics

**REFEREES**

Can be provided upon request