

# ANNA ROMANCHUK

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## PROFESSIONAL SUMMARY

Dynamic professional focused on delivering the highest standards customer service. Thinks critically with can-do attitude for successful operations.

Proven history of inspiring positivity and productivity in employees. Dedicated to dynamic leadership and top-of-the-line customer service. Excellent interpersonal communication skills. Maintains focus and positive attitude in stressful situations and high-volume environments.

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## WORK HISTORY

**Head Waitress, 09/2022 to Current**

**Carton House Hotel, A Fairmont Managed Hotel - Maynooth, Co Kildare**

**Waitress, 06/2018 to 07/2022**

**Princess Cruises, Cruise lines - Santa Clarita, USA**

**Restaurant Manager, 11/2015 to 11/2017**

**Fanconi 1872 - Yalta, Crimea**

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## EDUCATION

**Master in Philology, Lecturer, Translator, Philology (english, french), 09/2012 to 01/2018**

**Luhansk Taras Shevchenko National University - Luhansk, Ukraine**

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## LANGUAGES

**Ukrainian**

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Native

**Russian**

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Native

**English**

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Fluent

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## CONTACT

**Address:** 8 double lane, Maynooth,  
Co Kildare W23 T4C8

**Phone:** +353871143487

**Email:**

romanchukanna28@icloud.com

**Nationality:** Ukrainian

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## SKILLS

- Strong work ethic
  - Passion for customer satisfaction
  - Conflict resolution techniques
  - Staff scheduling
  - Results-orientated
  - Performance improvement
  - Customer service
  - Business correspondence
  - Problem-Solving
  - Attention to Detail
  - Decision-Making
  - Multitasking Abilities
  - Planning and Coordination
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# Anna Romanchuk

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16 May 2023

Cover letter

I hope you are having a good day,  
By means of this letter I would like to inquire about the possibility of filling a position of translator.

I am currently working as Head waitress at 5 star hotel Carton House, Fairmont Managed Hotel based in Ireland. I have especially experienced communicative skills as very positive. I decided to change the field of my occupation as I studied at the University learning foreign languages and I've got great experience of dealing with customer service which are multicultural English speakers around the world working abroad for 5 years.

I would describe myself as someone who is smart enough to learn fast in the new environment. Combined with my experience, I believe that I can make a valuable contribution to your organisation. I see the position of translator as the perfect next step in my career. In the position of translator I expect to be able to develop myself further as a professional.

I would like to further explain my motivation for the position of translator during a personal meeting online. You can reach me either by phone via +353871143487 or by email via romanchukanna28@icloud.com. I do have as well my Viber, What'sApp or Telegram account via my Ukrainian number +380500265924. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Anna Romanchuk