

CONTACT

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Address: Athens Greece

DIGITAL SKILLS

- Microsoft Office Programs (Word, Excel, Powerpoint)
- Email management
- Internet search
- Social Media management

SKILLS

- Effective Communication
- Time management
- Decision making
- Attention to detail
- Problem solving
- Organization and prioritization
- Flexible
- Adaptable
- Respect for colleagues
- Teamwork
- Management of difficult situations
- Able to work under pressure
- Responsibility
- Active Listening
- Empathetic and Courteous
- Customer retention
- Conflict resolution
- Creativity
- Ability to motivate others

LANGUAGES

- English
- French

INTERESTS

- Movies
- Reading
- Sports
- Cooking

DOROTHEE FOTSO

EDUCATION

ODYSSEA ACADEMY

Basic Computer Skills Certificate (21h) | 2021

SECONDARY SCHOOL

Graduate | 1990-1997

WORK EXPERIENCE

COOK

- Food Company | 2021

Sets up food service, kitchen, or salad area facilities, equipment and utensils, under detailed instruction and, in accordance with specific area needs; checks food temperatures and/or prepares areas for daily operations; may operate cooking or bakery equipment as assigned

HOUSEKEEPER

- Local Urban Living Hotel | 2019-2020
- Private House | 2016-2018

- Vacuum, sweep, and mop floors.
- Clean and stock restrooms
- Properly clean upholstered furniture
- Clean up spills with appropriate equipment

SEAMSTRESS

- Accurately measuring customers using tape measures to ensure proper fit of garments
- Altering or repairing customers' garments and other articles, which includes hemming, mending, lengthening, as well as taking in and letting out seams