

# Melinda Jano

receptionist - Monaghan, Ireland

W: <http://www.worky.com/melinda-jano>

## Melinda Jano's Professional Experience

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2010 - 2010

### **S.C. Macelaria Kovacs - Receptionist**

- Check in and check out guests
  - Customer service
  - Handled cash transactions
  - Excellent timekeeping, communication skills and be able to work unsupervised
  - Excellent Computer Skills: Windows7, MsOffice (Powerpoint, Word)  
Photoshop
  - Manage overall business operation: open and close store
  - Staff training and motivation, ensure to health code and safety
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## Melinda Jano's Education and Qualifications

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2009

### **Bachelor/Degree - Tourism and Geography**

**"Babes-Bolyai" University**

Community Service

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