

Antzela Tsela

PERSONAL INFORMATION

✉ antzelats89@gmail.com
📍 Athens, Greece
📅 26 Jul 98
📞 6949096476
🏠 Antzela Tsela

MOTHER TONGUE(S)

Albanian
Greek

FOREIGN LANGUAGE(S)

English

Certifications: Certificate Of Proficiency in English (MSU)
Michigan State University

DRIVER LICENCE

B

PERSONAL SKILLS

Job-related skills

- Great communication skills gained through my experience in customer service
- Adaptability and flexibility in new situations
- Capacity of excellent cooperation within the group
- Organizational skills
- Ability to work under pressure
- Optimistic, Polite, Trustworthy and discreet

Other skills

- Resin jewellery creator
- Professional Video Editing
- Knitted accessories creator
- Painting, dancing, sports

SKILLS

Softone ERP

MS Office

Certification

PDA

PREFERRED JOB

Entry Level - HR Recruitment

EDUCATION AND TRAINING

Bachelor Degree in Economics

Oct 16 - Dec 21
University of Macedonia
Thessaloniki

WORK EXPERIENCE

Customer Service - Barista

Jun 21 - Aug 21
Mama's Beach Bar - Chalkidiki

- Taking orders while paying attention to the details
- Prepare beverages following recipes
- Receive and process payments
- Keep the bar area clean
- Responsible for supplies
- Check if brewing equipment operates properly and report any maintenance needs

Sep 20 - Dec 22
Coffee Tale - Thessaloniki

Customer Service

Jun 20 - Aug 20
Mama's Beach Bar - Chalkidiki
Jun 18 - Sep 19
Estilo Meeting Place - Nea Moudania

ADDITIONAL INFORMATION

Courses - Certifications

04/04/2022 Create a successful resume - Start Project

21/02/2022 Digital Transformation - INNOVATHENS

28/01/2022 Excel: VLOOKUP and XLOOKUP for Beginners - LinkedIn Learning

25/01/2022 Extreme Productivity (Blinklist Summary) - LinkedIn Learning

08/01/2022 Excel Power Query Tips and Techniques - LinkedIn Learning

Volunteer Experience

• ESN Panteion Athens

03/2022 - present | Erasmus Students Network

- We organise events for erasmus students such as trips, environmental activities, guided tours, parties, educational programs

• Social Centre for homeless people and refugees in Thessaloniki

2017 - 2018

- We organised events for collecting food, medicine, clothes, blankets, toys for children
- Food Preparation every Saturday