

# Elena Pruteanu

LinkedIn Profile

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07450957879

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## WORK EXPERIENCE

### Taxi Controller

#### Capital Cabs

2016 – 2019

*My duties include making and receiving telephone calls, dealing with the general public face to face, handling email enquiries and data entry. It is also my job to determine which driver is best suited to which job and to ensure that all passengers are picked up at the correct time. I have good knowledge of the area, a professional telephone manner, I work well under pressure, both in a team and alone and excellent management skills.*

### Self-employed Delivery Driver

#### Uber, Just Eat, Deliveroo

2019 – Present

*loading, transporting and delivering items to clients or businesses in a safe, timely manner. Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied. Professional interaction with customers for taking orders, recording orders, and helping with food and planning if needed, delivering the food items using commercial vehicles safely and efficiently.*

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## SUMMARY

I am a committed student and mother of 3, that has many years of experience in the job industry, I am a well-mannered individual that is ready to learn new skills and new people.

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## RELEVANT SKILLS

- Communicative
- Reliable
- Trustworthy
- Team working
- Able to manage time
- Problem-solving

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## EDUCATION HISTORY



### **Mihai Dragan**

- *Year of Graduation: 2000*
- *Qualifications: N/A*



### **College Dumitru Mageron**

*Year of Graduation: 2003*

- *Qualifications: N/A*



### **Saint David's Trinity Of Wales**

*Year of Graduation: 2022*

- *Qualifications: Level 4 Certificate of Higher Education*

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## ACCOMPLISHMENTS AND INTERESTS

### **College Dimitru**

**Elected Class Representative**

**2002**

### **Capital Cabs**

**Employee of the month**

**2019**

- Cooking
- Cleaning
- Travelling
- Reading
- Playing Tennis
- Playing Remy

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