

# Iulia Dunareanu

Receptionist

ADDRESS 133 Parklane Aston B6 5DE

PHONE

07552742892

EMAIL

dunareanuiulia3@gmail.com

TO

Dear Sir/Madam,

Lah Property Marketing

I am writing to you in regard to the role of Receptionist that you have advertised on Indeed. Please find an enclosed copy of my CV alongside this cover letter application.

FROM

I have valuable experience as a receptionist in different industries. In my previous role I was responsible for greeting all of the visitors, answering calls and text messages on the social media platforms while also providing administrative support.

**Iulia Dunareanu**

Receptionist

I strongly believe that I would be a great asset to Lah Property Marketing as I am a very reliable individual and I consider that I am very flexible and a good communicator.

Thank you very much for considering my application. I look forward to hearing from you.

Yours sincerely,

Iulia Dunareanu

Link:

<https://lahproperty.pinpointhq.com/en/postings/b3cc076c-3847-4b97-9bc1-d7f6134329a8>

# IULIA DUNAREANU

## DETAILS

### ADDRESS

133 Parklane  
B6 5DE, Birmingham  
United Kingdom

### PHONE

07552742892

### EMAIL

dunareanuiulia3@gmail.com

### DATE OF BIRTH

24/09/1990

### NATIONALITY

Romanian

## SKILLS

Leadership

Critical Thinking

Patience

Good organisational skills

Creative Thinking

Leadership Skills

Time management

## HOBBIES

Painting, skiing, reading

## LANGUAGES

Romanian

● ● ● ● ●

English

● ● ● ● ○

Italian

● ● ○ ○ ○

## PROFILE

Bringing forth a motivated attitude and a variety of powerful skills. Adept in various social media platforms and office technology programs. Committed to utilizing my skills to further the mission of a company.

## EMPLOYMENT HISTORY

### Receptionist, Iuliku Nail Academy Ltd

Birmingham

2020 — May 2022

- Managed the office database, mail, payroll distribution, and the physical setting of the front office.
- Brought forth a strong ability for multitasking and prioritizing tasks.
- Answered phone calls, greeted clients, and handled all front desk responsibilities.
- Aimed for the highest level of customer service possible.
- Decorated the front reception area, contributing to a welcoming environment.

### CEO, Malibu Cafe

Craiova

2016 — 2018

- Successfully handled visual merchandising, and worked to promote company vision.
- Led recruitment efforts and training of new employees.
- Encouraged employees to do their best, and increased store productivity immensely.
- Identified and maximized sales opportunities, and increased customer retention rates.

## EDUCATION

### Business Management, University of Wales Trinity Saint David

Birmingham

2022 — 2025

Business management refers to the coordination and administration of business activities, tasks, and resources to achieve a set objective. This often involves supervision and training of staff, overseeing core operations, and designing company infrastructure to optimize for the future.

### Environment Protection, Technological Highschool "Constantin Brancusi"

Craiova

2004 — 2008

How to devise and implement strategies that protect and conserve environments facing a wide range of threats.

## REFERENCES

### Iuliana Andronic from Iuliku Nail Academy Ltd

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