

Sefora Tanase

Summary

Motivated student with hands-on experience in customer service and volunteer roles. Demonstrated strong communication skills and commitment to teamwork. Achieved high standards in beverage preparation and workspace organization while delivering exceptional service. Supported children's educational growth through interactive reading sessions, fostering a positive learning environment.

Experience

- **Volunteer cafe**

I have prepared and served drinks to customers, maintained a clean and organized workspace.

- **Volunteer Library**

I have assisted children with reading activities and helped staff with daily tasks

- **Office Worker**

I have been translating to customers when needed

I have answered phone calls and spoke to customers

I have also collected customer's feedback

Skills

- Accounting expertise
- Leadership abilities
- Customer service excellence
- Team collaboration
- Effective communication
- Problem solving

Hobbies and interest

- Dancing
- Cooking
- Photography
- Socializing and communication with people
- TikTok influencer

Education

Medway community primary school

GCSE – Crownhill's community college

Business education skill

Languages

Romanian - C2

English – C1

Spanish – A1

Certification

Driver License

Cover letters

L

Stafford College Site (24 miles)

Learning Resources Assistant

Posted a week ago by [Newcastle and Stafford Colleges Group](#)

Dear hiring manager,

I am writing to apply for the position at your organization. I am a motivated and reliable student with experience in customer service, volunteering, and office-based environments. I am confident that my communication skills, positive attitude, and willingness to learn would allow me to be a valuable member of your team.

During my secondary school work experience, I volunteered in a cafe where I prepared and served drinks, interacted with customers, and ensured a friendly and welcoming environment. This role helped me develop strong customer service and communication skills. I also volunteered in a local library, where I assisted with reading activities for young children and supported staff with daily tasks, allowing me to build patience, teamwork, and responsibility.

In addition to this, I have gained office-based experience working two days a week for three to four hours per shift. My responsibilities included handling phone calls, speaking with customers to gather feedback, translating for customers when needed, and assisting with administrative tasks such as handling magazines. This experience has skills and the ability to communicate clearly with a wide range of people.

I consider myself to be a hardworking, approachable, and good team player. I enjoy working with people and i am confident in both customer-facing and office environments. I am eager to contribute positively to your organization.

Thank you for considering my application. I would welcome the opportunity to discuss my application further

Your sincerely,

S. Tanase.

Sefora Tanase

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Londra.melisa@gmail.com

Learning Resources Assistant

Posted a week ago by [Newcastle and Stafford Colleges Group](#)

Salary: **£24,434 - £25,021/annum** Local Government Pension Scheme, Exc

Location: **Stafford College Site (24 miles)**

Job Type: **Permanent**

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