

Personal information

First name(s) / Surname
Address
Mobile
E-mail
Nationality
Date of birth
Gender

Gordana Radić
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Serbian
16.10.1986.
F



Work experience

MY Pertula 30m
(Private – Charter)
Mediterranean Sea
Chief Stewardess
28.06.2022 – 30.09.2022

Responsible for managing the interior maintenance of the yacht and ensuring the guests receive first-class service.

Duties:

- Setting stewardess schedules for guest service and cleaning
- Interior cleaning and maintenance
- Interior inventory
- Interior accounting
- Boat stowage for sea
- Liaison with guest and service meals and bartending
- Liaison with galley for meal services
- Flower and table decorations
- Orchestrating guest activities
- Organizing events
- Assisting with lines and fenders on deck
- Hospitality
- Performing various massage therapies

Reference:

Milan Markovic
Captain
mico.markovic@yahoo.com
+382 69 246 829

Mega Yacht Aviva 98
Mediterranean Sea
Stewardess – Interior Dep.
20.10.2021 – 06.02.2022

Responsible for maintaining the interior of the yacht, making sure it is always spotless, all the while providing 5-Star service, while keeping close attention to detail and a high level of enthusiasm.

Duties:

- Interior cleaning, laundry & ironing
- Interior maintenance
- Cabin service & detailing
- Sewing & repairs
- Interior inventory

Daily applied skills:

- Ability to delegate and multitask
- Good communications, organization, and diplomacy
- Vast knowledge of housekeeping
- Attention to detail

References:

Septimiu Calin
Captain
capt_calins@yahoo.co.uk
+40 724 510 799

Don Gunathilake
Chief Steward
mestiyagedon@yahoo.com
+9 471 7388 560

<p><u>VIP Family</u> Middle East Seamstress-Tailor</p> <p>2019 – 2020</p>	<p>Self-management – setting of the well-defined and realistic personal goals; displaying of a high level of initiatives, efforts, and commitments towards completing assignments in a timely manner; Work with the minimal supervision.</p> <p>Team management – management and resolution of the conflict situations. Helping others learn through formal and/or informal methods; identification of the training needs; Production of the constructive feedbacks; coaching others on how to perform tasks; and acting as a mentor.</p> <p>Duties:</p> <ul style="list-style-type: none"> - managing palace seamstress operations according to family movements - sewing and repairs based on Forbes Royal Standards - performing high quality work using industrial sewing machines - using industrial lockstitch and over-lock machines - making alterations both by needle and thread or sewing machine. - ordering and working with all types of sewing fabrics - responsible for drawing and taking measures, sewing bed linen, covers, curtains, pillowcase case, any repair of the wardrobe and repair of all employees' uniforms, change of zipper and buttons, making patterns for wardrobe, pressing and ironing - assisting the laundry team whenever necessary - ensuring personal workspace is always kept clean and tidy. <p>Reference: Emmanuel Pat Project Manager emmanuel.pat@hillrobinson.com +377 678 63 0090</p>
<p><u>PAC Group</u> Belgrade, Serbia Housekeeping Supervisor & Adviser</p> <p>2013 – 2019</p>	<p>Duties:</p> <ul style="list-style-type: none"> - Assigning housekeeping tasks to staff and inspecting work to ensure that the prescribed standards of cleanliness are met. - Oversee staff daily, scheduling staff shifts and organizing replacements as required. - Motivate team members and resolve any issues that occur on the job. - Investigating and addressing complaints regarding poor housekeeping service. - Providing training to the housekeeping staff. - Regularly taking inventory of cleaning supplies and ordering stock as needed. - Issuing cleaning supplies and equipment to housekeeping staff as needed. - Screening housekeeping applicants and recommending promotions, transfers, and dismissals. - Performing various cleaning duties in instances of staff shortages. <p>Hotels:</p> <ul style="list-style-type: none"> - Hotels Mr. President, - Queen Astoria, - Ambassador - Marquiz <p>Reference: Sinisa Golac Former Employer sinisa.golac@employment-power.com +38598317017</p>
<p><u>Serbian BREnd-a Designer</u> Belgrade, Serbia (www.serbianbrend.com) Tailor & Designer</p> <p>2013 – 2018</p>	<p>Duties:</p> <ul style="list-style-type: none"> - Discussing design ideas and production plans to ensure that specifications are met (dresses, shirts, suits, bags, hats, towels). - Constructing items based on design ideas, knowledge of fabrics specifications and preferences. - Modifying designs according to the reevaluated instructions. - Using sawing machine on the daily bases. - Promotion of Serbian BREnd on the film festival in Cannes, promotion in Paris, Brussels and Serbia.
<p>Education and training</p>	
<p>2001</p>	<p>School of Design, Belgrade, Serbia</p>

2005	Certified Designer, Tailor		
Certificates			
	Certificate	Date	Expiration Date
	ENG1 (Norwegian certificate)	23.01.2023	22.01.2025
	Level 2 food safety and hygiene for catering	17.03.2021	17.03.2023
	Basic safety Training	12-17.03.2021	17.03.2026
	Crown management, passenger safety and safety training for personal providing direct service to passengers in passenger spaces	19.03.2021	19.03.2026
	Proficiency in crisis management, and human behavior training including passenger safety, cargo safety and hull integrity training	18.03. 2021	18.03.2026
	Security awareness training for all seafarers	17.03.2021	17.03.2026
	Massage Therapist (relax, antistress, anti-cellulite)	16.09.2022	N/A
	Reflexology Therapist	16.09.2022	N/A
Professional development	<ul style="list-style-type: none">- Project serbia-visit.com - Promoting tourism destinations in Serbia- Project Serbia BREnd – Promotional campaign for the affirmation of Serbian values- Conceptual design EVERY SERBIAN HOUSE - SERBIAN FLAG- <u>La Classe Couture- dresses, sportswear, T-shirts, medical uniforms, face masks</u>		
Personal skills and competencies			
Mother tongue Other language	<ul style="list-style-type: none">- Serbian - Slavic (Serbian, Croatian, Bosnian)- English- French- Spanish		
Professional Skills & Competences	<ul style="list-style-type: none">- Excellent sketching skills and free hand drawing- Team Management- Organizational skills- Communication & Negotiation skills- MS Office- Moodle platform for electronic learning		
Other skills, Licenses & Visa	<ul style="list-style-type: none">- Driving license “B” category- American Visa<ul style="list-style-type: none">o B1/B2 24.Jan.2022 - 11.Jan.2032o C1/D 24.Jan.2022 – 19.Jan.2025- Work precision- Aesthetic Evaluation- Ability to work under pressure		