


MARIA PAVLOU

*Office Manager and
Graphic Designer*

CONTACT

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 Haifa

 reallygreatsite.com

EDUCATION

2019

Graphic Designer Course Wizo Haifa

2019-2020

- Pro makeup class - Yarin Shahaf
- sfx makeup-yarin shahaf

2021-2024

- National School for
Handessaim, Technion, Haifa,

SKILLS

- Negotiation Skills
- Problem-Solving
- Time Management
- Presentation Skills
- Team Collaboration
- Microsoft Office
- Managing and coordinating schedules and tasks
- High level of human relations and customer service.
- Working in a team and under pressure

PROFILE

a rich and diverse experience in customer service and logistics operations. Has excellent interpersonal skills, a big head, excels in task management, teamwork, working under pressure and deadlines, solving problems in real time and the ability to quickly adapt to changing needs. Skilled in operating computer systems

WORK EXPERIENCE

2024-2025

Receptionist

Toyota Nesher - Car Showroom

- Focal point of the showroom – providing courteous service, directing them to the relevant departments (service, sales, garage, etc.).
- Professional telephone answering – routing calls, scheduling appointments and providing initial information.
- Delivery and insurance reporting.
- Ongoing work with the Microsoft Dynamics system for managing customers and organizational processes.
- Ongoing work with the Microsoft Dynamics system for managing customers and organizational processes.
- Coordinating meetings and managing service/sales team diaries.
- Maintaining order and visibility in the lobby and reception area.
- Organizing team meetings and welfare.
- Working closely with the owner of Toyota Nesher.

GRAPHIC DESIGNER

SKILLS

- Typography: Knowledge of typography principles
- Proficient in Adobe Creative Suite.
- Strong grasp of UI/UX design principles.
- Skilled in Microsoft Word.
- Exceptional attention to detail
- Collaborative with clients and team members.
- Ability to develop and maintain consistent brand identities.

Languages

Arabic ,Hebrew and English

2018-2021

Sales

Sacara Cosmetics

- Providing frontal customer service
- Working at the cash register, producing invoices and closing the day.
- inventory management and arranging merchandise.
- Working as a team, under pressure while maintaining high customer satisfaction

2021-2022

Waitress and shift manager at a cafe

- Managing a team of employees and planning work arrangements.
- Handling payments and cashiering.
- Providing customer service and managing a computerized system.
- Working under pressure while maintaining a high level of service and customer satisfaction.

2023-2024

Buffet and cashier manager

Hot Cinema

- The main role was managing the cash registers and the team of ushers, coordinating tasks between teams, working under pressure and in front of customers while maintaining high service
- Working with management systems and operating logistics processes..

2024

Community Service

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