

Atanas Kotov

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Education

Expected 2021 • Bachelor of Science - Economics • University of Leeds

- Estimated 2:2 for 2nd year; considered for 2:1
- 1st in Applied Economics; From Study to Work
- 2:1 in Mathematical Economics; Economics and Global History; Theories of Growth, Value and Distribution; Principles of Marketing

2012 - 2017 • German and English • Western Languages High School, Sliven

- Bulgarian Diploma of Completed Secondary Education - Excellent 5.73, equivalent to AAA according to Leeds University entry requirements

Work experience

July 2019 - September 2019 • Receptionist • St Giles Hotel – London

- Prepared and catalogued around ten reports on various guest, payment and hotel details for next shift
- Corresponded with up to four departments and cooperated to make sure guests' needs were met
- Collaborated on demanding tasks in a team of five, such as categorizing registration records of above 700 rooms
- Trained one new recruit in using hotel software
- Ensured payment from third parties had been taken and logged on to system
- Monitored e-mails daily and made a record of guest reviews
- Accepted payment and stored receipts and cash in a safe place

June 2017 - August 2017 • Bartender • Sunset Resort - Pomorie, Bulgaria

- Provided customer service in a dynamic environment
- Managed inventory: daily requisitions for about 20 types of goods, ensured payment had been taken and nothing was missing in new supply

- Kept track of products borrowed from kitchen on documents
- Prepared more than 15 types of beverages, such as coffee and cocktails
- Maintained orderly workplace and developed personal take on an iced coffee drink

January 2016 - June 2016 • Receptionist • Hotel Panorama- Sliven, Bulgaria

- Communicated with guests and addressed personal preferences
- Interpreted conversations between foreign customers and hotel staff
- Organized guest details on hotel's software for nearly 20 rooms
- Processed payment from guests to hotel

Skills

- Operating Microsoft Office: calculations, graphs, tables
- Communicating clearly and collaborating - part of a five-person team at St Giles, London
- Knowledge of macro analysis and valuation techniques – LU Trading & Investment Society
- Working with databases in Stata – Econometrics module
- Analyzing data; Research – 1st mark on a paper for Applied Economics module
- Organizing documents and preparing reports - reception duties
- Handling money, approximately £2000 a day - bar and reception responsibilities
- Speaking native Bulgarian, fluent English, beginner German and beginner Greek – communication skills

Interests and achievements

- Contributed to raising £27,000 for charity in RAG Fashion Show by promoting on social media, selling tickets and modelling
- Took part in a Private Equity Challenge by NorthEdge Capital constructing an investment report as a team member – guided by pwc, HSBC and Rotschild & Co professionals
- Financial Analyst at Leeds University Trading and Investment Society's Virtual Fund
- Adapting quickly - a result of performing a variety of one-day jobs at university, such as exam invigilator and conference catering
- Volunteered weekly for three months at University of Leeds gardening sessions - developed consistency from catering to frequent needs of plants
- Maintained 82% Guest Satisfaction of reception services as part of a team
- Had a poem published in a university magazine - modified work to fit criteria; problem-solving; creative thinking

References

On request