






## CONTACT

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## SKILLS

- Punctuality;
- Teamwork skills;
- Effective solution of conflict situations;
- Readiness for learning and development;
- Stress resistance;
- Goodwill;
- Ability to prioritize;

## LANGUAGES

**Russian:** Native language

**English:** A2  
Elementary

# Roman Orlov

## PROFESSIONAL SUMMARY

Committed to contributing to the success of the Team through hard work, attention to detail and excellent organizational skills. Clear understanding of tasks and motivation for learning. Organized and Reliable Candidate who successfully manages multiple priorities with a positive attitude. Willingness to take on additional responsibilities to achieve the goals of the Team.

## WORK HISTORY

**Real Estate Sales Agent** 10/2020 - 11/2021  
**Finha** - Moscow, Russia, Moscow

- Preparing a proposal for the purchase of a frame house, handling objections and selling, maintaining a turnkey project.
- Increased customer satisfaction ratings, addressing issues effectively for speedy resolution.
- Answered phone calls and emails from potential and existing customers..
- Showed residential properties and explained features, value and benefits of available homes.
- Coordinated appointments with prospective buyers to showcase houses and plots.
- Real estate experience; 1 year

**Night shift team leader** 03/2018 - 11/2021  
**LLC "TRANSKOMMUN-SERVICE"** - Moscow, Russia, Moscow  
Scheduling the work of shifts/teams/objects, quality control of the work of all night teams.

**Walter** 10/2020 - 05/2021  
**Bar "Shrimp"** - Ramenskoe, Russia, Moscow region

- Provided friendly, courteous service, maximising positive customer satisfaction ratings.  
Kept guest tables neat and tidy by regularly clearing away dirty dishes, used glasses and wiping down surfaces.  
Managed restaurant closing duties, from cleaning dining areas to cashing up tills.  
Warmly greeted guests upon arrival to create welcoming atmosphere
- cooking shisha of any complexity (kolodka\foil\different methods of stuffing\knowledge of tobacco\mixology)

**Installation engineer** 02/2017 - 03/2018  
**LLC "TRANSKOMMUN-SERVICE"** - Moscow, Russia, Moscow  
Installation engineer for maintenance of stop pavilions in Moscow, repair and placement of advertising banners.

**Claims department specialist** 09/2016 - 02/2017  
**Tinkoff bank** - Moscow, Russia, Moscow

- Collection of overdue debts;
- Resolution of conflict situations with debtors;
- Implementation of the work plan;
- Analysis of work with credit histories;

**Installation Engineer** 05/2015 - 09/2016  
**LLC Dynamics** - Moscow, Russia, Moscow  
Assembler of training cabins for airplanes and helicopters. Control and analysis of the operation of cables for the performance of equipment devices. After verification, installation of equipment in the cockpits of aircraft and helicopter simulators.

## EDUCATION

**Secondary vocational education:** Production of Aviation Instruments, 06/2015  
**Zhukovsky Aviation Technical College "FZhAT"** - Zhukovsky, Moscow region