

## **Miss Catlyn Luste**

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### **Profile:**

I am Catlyn, born in Estonia but I have been living in Bournemouth for the past 6 years. I am a trustworthy hard working person who has excellent communication and negotiation skills. I am very well organised, punctual and I am able to work well using my own initiative as well as following instructions provided. I have about 8 years of experience working in a translating field. I am very fast learner and like to learn and try new things in my life.

**Key Skills:** Fast learner, Good communication and negotiation skills, Punctual, Well Organised, Computer literate (Word, Excel, Outlook, Adobe, Eviivo, Internet etc.)

**Languages:** English, Estonian, Russian, Finnish

### **Career History:**

May 14- April 16/ Lloyds Hotel/ Hotel Manager (Bookings, stock ordering, arranging maintenance, bar work)      References available on request.

Aug 08- present/ Translating different projects for various different companies from English to Estonian and vice versa.

Aug 11- Jan 12/ Richmond Group Ltd/ Collections Account manager FLM Quick (Inbound and outbound calls to people with loan arrears, negotiating payment plans)

May 11- Aug 11/ LetDirect Property Management Ltd/ Letting Negotiator (Finding properties, signing contracts with landlords and tenants, arranging maintenance work around the properties)

Sept 10- May 11/ Zanetti World Limited/ Personal Assistant (I was dealing there with everything, clients, contracts, selling and buying cars)

June 07 - Aug 10/ Compromis Inkasso OÜ, Estonia (debt collection)/Office Manager (composing and signing contracts with clients, negotiating payment plans with debtors, representing clients in court, managing every day run in the office, arranging and managing staff meetings)

### **Education:**

Tallinna Ühisgümnaasium, Estonia 2004-2007 / High School  
Rakvere Reaalgümnaasium, Estonia 1994- 2004 / Elementary School

### **Personal:**

Date of Birth: 03 August 1988

Marital Status: Single

**Interests:** Swimming, Reading, Music, Walks on the beach.