
PAOLO LODI

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Profile

- After 25 years in Japan, where I achieved a perfect knowing of the Japanese language and culture, I am ready to use all my skills and my long international experience to enter a very up market company where, my creative initiative, ideas and a genuine enthusiasm would allow me to progress and work together in a team.

Having recently completed a professional hotel receptionist course in London, with Reception Academy, I am ready and eager to take on a new role within Your company.

I am strongly confident that with the relevant skills and knowledge gained from this training, combined with my previous experiences I will prove to be an asset to your reputed company.

If my key skills highlighted on my CV, meet the criteria of your company, I am available for immediate interview.

I wish to take this opportunity to thank you in advance and look forward to hearing back from you.

After 5 years in London, I am now relocated in Rome.

Experience

1/2019 – Present

**Architalia-ltd
Architectural Design and
Real Estate, London**

Duties: Looking for Buyer and Seller in Properties. Contacting constructors to develop lands in England in Europe and all over the world

2/2019 – Present

**Italian Language teacher
(Online course)
Cafe Talk, Tokyo**

Duties: Teaching Italian at any level. The Cafe Talk site is based in Tokyo, Japan, and lessons are by Skype only. Students are mainly Japanese.

Assistant Manager, Atariya Foods, London UK -11 2017 -08 2018 In-
teracted positively with customers whilst promoting restaurant facilities
and services.

- Promoted a positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within the restaurant.

Sales Promoter, Yoshikawa International Patent Office – 2005-2016

- Built relationships with customers and the community to establish long-term business growth.
 - Promptly resolved all customer requests, questions and complaints.
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- Closed an average of 100 sales calls each quarter.
 - Contacted customers by phone and email in response to enquiries.
 - Contacted new and existing customers to discuss how their needs could be met through specific products and services.
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Restaurant Owner, Trattoria Italia, Kobe, Japan 2007-2012

- Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within the restaurant.
- Prepared for and executed new menu implementations.
- Organised special events in the restaurant, including receptions, promotions and corporate lunches.
- Purchased adequate quantities of necessary restaurant items, including food, beverages, equipment and supplies.
- Interacted positively with customers whilst promoting restaurant facilities and services.
- Promoted a positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Received recognition from Italian Chamber of Commerce of Tokyo for contributions to the community.
- Skilfully interacted with external vendors to obtain the best quality in pricing and product.

Education

University of Kyoto, Japan, completed in 1992

- Emphasis on Theory of Japanese Architecture
- Recipient of Japanese Monbusho Scholarship
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University of Rome, Italy, completed in 1987

- Emphasis on History of Japanese Cities

Skills

- Guest services
- Diligent
- Efficient
- Front desk experience
- Welcoming Guests
- International calls

Additional Information

Languages: Italian Native, Japanese fluent, English Fluent, Portuguese Upper intermediate

Car license

If requested, I can provide references
