# CURRICULUM VITAE

**Personal Information**

Name : Grace Aditya Gunawan

Address : Daan Mogot Estate block JA no.5

 Jakarta Barat, Jakarta 11720

Phone Number : +6221 – 5412841

Cell Number : +62877 888 92 211

Email Address : grc\_gnwn@windowslive.com

Place, Date of Birth : Jakarta, August 6th, 1992

Nationality : Indonesian

**Educational Backgrounds**

2010 – 2014 Swiss German University (SGU) Faculty of Business Administration, Department of Hotel and Tourism Management

2007 – 2010 Dian Harapan High School

* Graduated from Science Class.
* Activities: Student Committee

**Work Experience**

January, 2015- present Fiwi Lestari International (Avia Tour)

 Jakarta, Indonesia

 Position: Web Admin Support

* Forwarding emails from guest to respective department
* Handling customers’ requests and complains (via email)
* Assisting manager on handling customers

March, 2013- August 2013 Langwieder See Hotel, OHG

 Muenchen, Germany

 Position: Server- On the Job Training

* Food and beverage serving
* Taking orders
* Preparing tables
* Helping in banquet service

August 2011- February 2012 Ritz Carlton Jakarta Pacific Place

 Jakarta, Indonesia

 Position: Butler Service- On the Job Training

* Answering phones from inside and outside
* Transferring call
* Solving internet problems

 Position: Guest Recognition Agent- On the Job Training

* Escorting guests to the room
* Check reservation
* Writing welcome cards

April 2010 Hypermart Puri Indah

 Jakarta, Indonesia

 Position: Cashier- On the Job Training

* Cashiering

 Position: Baker- On the Job Training

* Baking cakes, cookies, bread

**Informal Educations**

2010 – 2013 A2 level at EURO German Course, BSD, Tangerang

**Volunteer Experience**

April 2010 Pangudi Luhur, SLBB

 Position: Teacher assistant- On the Job Training

* Assisting teaching disable teenagers

**Language Skills**

* Indonesian (Mother Tongue)
* English (Level: Upper Intermediate; Good Spoken and Writing)
* Deutsch (Level: A2 teil 1; Good Spoken and Writing)
* Mandarin (basic conversation)

**Computer Skills**

* Microsoft Office (Word, Excel and PowerPoint)
* Micros Fidelio
* Opera
* Micros

**Interests**

* Traveling

I do really love traveling, it is not only relaxing but it also makes me learn a lot of things. Cultures, culinary, adventure, history from different places in this world are interesting to learn. Meeting new foreign people and becoming friends is interesting for me.

* Singing

I do sing a lot every single day because I just love music even I can’t play any music instruments. This is the only hobby that last since I was a kid because back then and in high school I joined choir club.

* Watching

Besides from traveling, I also learn a lot from movies. By watching, it is not only adding my vocabulary and it also help me learn several languages. I usually learn foreign faster by watching and hearing from movies.