**Curriculum Vitae**

**Personal information**

**Name                             Arita Pace**

**Address                                 47-39 40th street apt. 5D, Queens, New York, 11104**

**Telephone                              1** [**917 257 8009**](tel:917%20257%208009)

**E-mail** [**aritapace@gmail.com**](mailto:aritaputane@windowslive.com)

**Nationality                              Latvian**

**Work experience**

**2011(MAy)** Windsor Sports Bar - server.234 W 4th St (West 4th Street at 10th Street)   New York, NY 10014

**2009(June)** - **2011(May)**       Restaurant ‘’Le Relais de Venise’’, New York, 590 Lexington Ave – server (also  worked behind the bar and on pastries).

**2007(Nov)  - 2009(June)**Smartlynx Airlines Ltd, ‘’Mazrudas’’, Marupes SETTL., Riga Distr.,

                                                                  LV 2167, Latvia

                                                                  Senior Cabin crew (A320) (Boeing767)

Responsible for safety, other cabin crew members, the only communication link between cabin and flight deck

**2006(Jun) – 2007(Oct)**Air Baltic Cooperation; Marupes SETTL., Riga Distr., LV-1053

Cabin crew (B737, Fokker50)

Responsible for the safety and comfort of passengers during the flight.

**2005(Oct) – 2007( Dec)** EC SYSTEMS Ltd. Katlakalna 4a, Riga, Latvia, 1073

Technical Translator

Translated Legal and technical texts

**Education**

Riga Technical University, Institute of Languages, Technical translator, Master’s degree

Riga Technical University, Institute of Languages, Technical translator, Bachelor’s degree

Riga Imanta Secondary school

Grammar School of Nordic Languages

Mazsalaca’s secondary school

**Courses**

Durbe Ture’’  French language courses, A2 level

      Driving license B category

              Zandas Krancmanes modeling school

              English language courses

**Computer Skills**

Microsoft Word, Microsoft Excel, Power point, Adobe Photoshop

**Mother tongue** Latvian

**Other languages                             English – advanced**

**Russian – upper - intermediate**

**German – elementary**

**French – elementary**

**Social skills and competences**

Open person with good communication skills, always ready for challenges and innovations. Like to be among people and work with them. Considered to be an active employee, always ready to assist in any situation.