

**SEBASTIAN MIHAI BOTA**



**Date of birth:** 17 February 1982  
**Address:** E. de Boer-van Rijkstraat 136, 1065GS Amsterdam, Netherlands (relocated since 15 June 2023 to Mikocheni, Dar es Salaam, Tanzania)  
**Telephone:** +255 763154164  
**Residence status:** TZ & ZNZ Residence permit (valid through April 2024)  
**E-mail:** sebastian.m.bota@gmail.com  
**Personal objectives:**

*To provide a quality service; to bring a fresh and innovative approach to the field and issues I am dealing with; to put my time, skills and experience to work in order to reach the goals set by the employer; to continuously improve and learn.*  
*My focus areas are creative writing, translations, public relations, customer care, hospitality and education.*

**WORK  
EXPERIENCE**

2021-2023

**PERMACULTURE TRAINEE & VOLUNTEER**  
Anna's Garden / Location: Amsterdam, the Netherlands  
Practical Permaculture Institute of Zanzibar / Location: Shakani, Zanzibar

Due to Corona restrictions, I've decided to help out as a volunteer, first at the largest permaculture farm in Amsterdam for 1 year and then at one of Zanzibar's foremost organic farms for 6 months. In both locations, my tasks were to provide insights in the administration and management of the farm and of its customer relations; to help organize the workload; to lend a hand with activities in the garden (cultivation, maintenance, harvest, stockpiling); to contribute to building the public image of the farm, attend to public relations and assist with managing the courses provided to outsiders.  
The projects were managed and executed by wonderful multinational teams. This was my first experience in permaculture, and the very positive results boosted my curiosity and learning of permaculture in action.

2019-2020

**RECEPTIONIST & MAINTENANCE STAFF**  
Hotel Amadi Panorama / Location: Amsterdam, the Netherlands

After taking a sabbatical year of traveling (December 2018 to December 2019) and learning more first-hand about hospitality services, I returned to work. Working mostly at the front desk, my tasks were very similar to the previous position, only on a much larger scale. The 76-room, 4-star establishment functioning according to the latest technological and environmental standards was an energizing hub with a continuous come-and-go of guests; besides reception and billing, I handled reservations, complaints, inquiries and the creation of personalized city tours. I also assisted the technical staff and helped with large refurbishing projects. My strongpoint was accommodating groups of over 10 persons.

2016-2018

**RECEPTIONIST, CATERING/SUPPLY MANAGER**  
NL Hotel district Leidseplein & No. 377 House / Location: Amsterdam, the Netherlands

These are 3-star hotels of 13 and 15 rooms respectively, where my duties were extensive. I provided reception/accounting (reservations management, close contact

with guests, billing, cashier, reviewing and responding to complaints and requests, reporting to management), managed the catering and supply chain, prepared and served breakfast, trained new employees.

My goals were both the satisfaction of the guests and the proper functioning of the hotels as a whole. I found it challenging to keep all these aspects in mind and promptly respond to issues as they arose; but I learned that a calm and reassuring attitude, coupled with prioritization, attention and organization, are key to success.

2011-2015

**FREELANCER – ACTING, MODELING**

Various casting bureaus / Location: The Netherlands, Belgium

Starting with a few small roles in tv series and commercials, within a few months this grew into a full-time activity. During these years, I was employed by a multitude of casting agencies as an actor and model in the Netherlands and Belgium. My responsibilities included preparation for the role; research and training of various skills; memorizing and rehearsing the text for the role; improvising on camera; promoting various events, fashion and lifestyle products, foods, drinks; representing various companies and brands both in printed media, photography, film and online.

2010-2011

**TRANSLATOR**

Language Weavers Inc. / Location: Cluj-Napoca, Romania

As part of a young and dynamic team, I contributed to providing translations on demand and to building translation software, for various US, Dutch and Belgian clients. The content was mainly websites of hospitality providers (hotels, resorts, travel agencies, tourism institutions). The languages I worked with were Dutch, English and French. All translations were delivered on deadlines.

2008-2010

**CREDIT & COLLECTION PROCESS ASSISTANT**

Office Depot Inc. / Location: Cluj-Napoca, Romania

My responsibilities here were meant to ensure the smooth flow of goods from our suppliers to our end customers and to secure timely contractual payments for our services. I have thus reviewed existing orders and collected due invoices; handled complaints related to delivered products, issued refunds and executed back-office tasks. I was able to fulfill the needs of Dutch, Belgian and Luxembourg-based clients in their respective native languages.

Due to delivering satisfying results, our Accounts Receivable/Payable team grew to 30 people within months.

2008

**REAL-ESTATE ANALYST & ADVERTISEMENT AGENT**

Maximus Estates SRL / Location: Cluj-Napoca, Romania

Here I was charged with providing both the management and the clients with reports and analyses, as well as enlarge the client network of the company. My principal tasks were to maintain awareness of trends within the local real estate market and prepare reports, establish and maintain contact with new partners and clients, set up business relations and advertise the company online.

2007-2008

**OFFICE ASSISTANT & IELTS TEST PROCTOR**

IDP Australia / Location: Utrecht, the Netherlands

Our clients came looking for advice on furthering their studies; my main task was to coach and recommend options, using a large database and a worldwide network of contacts with various educational facilities. The telephone, email, fax and Skype were my secondary tools. As test proctor, I monitored the English-language tests by keeping

track of time, distributing materials to test takers, recording attendance and ensuring a safe and orderly test environment.

*REFERENCES ARE AVAILABLE UPON REQUEST*

## **EDUCATION**

### **Academic studies:**

2004-2008 University College Utrecht, Utrecht University, Utrecht, the Netherlands  
Bachelor of Arts (History & Art History), Minor in Social Sciences (Psychology)  
(studies in English)

2000-2004 Law School, "Babes-Bolyai" University, Cluj-Napoca, Romania  
Bachelor of Law - Romanian Law, EC and International Private and Public Law  
(studies in Romanian and English)

### **Courses & certificates:**

2021-2022 Certificate of permaculture design - Practical Permaculture Institute of Zanzibar

2008-2010 Courses in first aid, emergency situations, labor protection, fly-crash-fix-fly approach -  
Maximus Estates SRL, Office Depot, Inc., Cybercom Romania.

2008-2009 Certification in customer care - Office Depot, Inc.  
Certification in Principles of Credit Management and debt collection - Office Depot, Inc.

2007 Certification in coaching - IDP Australia

## **ABILITIES**

### **Languages:**

English (fluent C2) / French (fluent C1) / Dutch (fluent C2) / Portuguese (fluent C1)  
Spanish (intermediate B2) / Kiswahili (beginner A2) / Romanian (native)

### **Computer literacy:**

Computer literate, proficient use of Windows, Microsoft Office and the internet  
Experience with property management systems (Lodgegate, MEWS, HOTEK, others)  
Experience with database & organizational software (AS-400, SAP) and WordPress.

### **Other skills**

Excellent ability to adapt to and to communicate, especially in multicultural settings.  
Proven public relations skills; friendly and customer-oriented. Team player.  
Proficient organizational and prioritization skills.  
Readiness to manage or assist the management of issues and projects.  
Open mindedness, inclination towards self-criticism and self-improvement.  
Cultivated; aware that time and information are the most precious resources in life.