



F, 13.09.1984, married

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Military status: n/a

OBJECTIVE

I would like to gain a position that would allow me to show my abilities, to work at my full potential; to be able to grow inside the company.

Tip job: Full time, Part time, Project Based

Department: Administrative, Advertising, Banks, Customer/Client Service, Education/Training/Art&Culture, Real Estate, Public Relations, Secretary, Printing/Publishing, Translations

Residence city: SIBIU

Working City: Sibiu

Career Level: Mid-Level/Peste 3 Ani Exp

Availability: anytime

WORK EXPERIENCE

Assistant Manager 15.07.2007 - 19.04.2010

Company: SC GLOBALCOM SRL

Working city: Bucuresti

Salariu: CONFIDENTIAL

Department: Administrative

Company activity field: Real estate purchasing (lands, farm and forests)

5-10 employees.

Responsibilities:

- answer the phone
- maintain the relationship both with the sellers and with the buyers
- keep the agenda of the executive manager
- make the programmings according to his schedule
- check the validity of ownership documents
- go with the owners to the notary to conclude transactions; -publish and collect annonces from the Internet on a daily basis; -keep a register with the documents that enter/leave the company;
- organize files;
- maintain relationship with banks and other different authorities: city hall, Register of Commerce etc
- conclude contracts with different suppliers of products or services;
- make translations of different documents when necessary;
- keep and update different databases
- market research

- responsible with marketing campaigns
- temporary office manager (6 months)
- compose the presentations of our offers in different formats
- property visiting and its presentation to our clients
- meeting attendance and interpreting

Achievements:

I succeeded in advancing from a simple receptionist to an assistant manager, being my boss's right hand. And I am capable of doing much more if I am given the chance of proving what I can do and how fast I learn.

Benefits:

meal tickets; car; mobile phone;

Translator - Collaborator 10.08.2007 - 17.04.2009

Company: Editura Excalibur

Working city: Bucuresti

Salariu: 8 lei/page

Department: Printing/Publishing

Company activity field: Editing company

Responsibilities:

My responsibility was to translate the books they provided, respecting a due date.

Benefits:

Working in regime of collaboration, I could establish my own schedule.

EDUCATION

Studies:

I obtained my MBA diploma in Marketing and Management of Logistics at "Spiru Haret" University. (2007-2009)

I graduated "Alexandru Ioan Cuza" University in Iasi (2003-2007), specialisation English-French, Translations.

Courses, certificates & awards:

Authorization of Certified Translator issued by the Ministry of Justice.

Certificate for PC operator

Certificate for Web Design.

Certificate of participation in the project of the French Association "Eveil", entitled "Europe", with a Power point presentation on Romania.

ABILITIES

Foreign Languages(writing/speech/reading):

english (advanced,advanced,advanced)

french (advanced,advanced,advanced)

spanish (beginner,beginner,beginner)

italian (beginner,beginner,beginner)

PC Skills:

Very good PC skills in: Word, Excel, Power Point, Outlook, Adobe, Open Office, etc.

Other skills or details that are relevant to your CV

Diplomma of English/French teacher.

I am characterised by a special capacity to adapt to whatever situation.

I am a sociable and communicative person.

My motto is: One should always try to surpass oneself.

MINI INTERVIEW

1. Which was your biggest professional achievement?

The most important professional achievement is the positions I enjoy of at present, both in the company I work and also with regard to the collaboration in translation.

My stage in France.

2. Which was your biggest setback?

I forgot once to tell my boss what amount of money we needed him to withdraw from the bank for the next day's purchases.

3. Where do you see yourself 5 years from now?

In a manager position.

4. What's your biggest dream? Describe your ideal career?

My ideal carrer would be in a leading position, including international relations with clients and translations.

5. What job do you consider to suit you best?

That of manager and translator.

6. Describe your ideal company?

A company with a young personnel, competitive milieu, with high chances of promotion.

7. Which is the department you would like to work in (you can make only one choice)?

Explain why do you consider that you are right for the job and why you made that choice!

Administrative - client relations

8. Give a detailed description of your personality (hobbies, hopes, the things that motivate you, your lifestyle and workstyle, etc)

I'm an energic person, I like to travel, to draw and take pictures. During the weekend I like to play voleyball or to do jogging with my friends. Sociable and sensitive I like to make new friends. I like challenges.