

LAURA ROMAN

OBJECTIVE:

Freelance employment permitting me to use my language skills.

PERSONAL INFORMATION:

Address: 4, Oituz Boulevard, Block 4, entrance A, apartment 6, Onesti, Bacau County, Romania, code 601076.

Nationality: Romanian.

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EMPLOYMENT INFORMATION:

Most Recent Employment: From October 1, 1987, to May 20, 2008, I was employed as an electro-mechanical technician.

Company: SC Rafo SA Onesti.

Location: Onesti.

Department: Repair, Maintenance and Service.

Nature of Business: Refinery, petrochemical industry.

Responsibilities: Repair and maintenance of electronic equipment.

Reason for Leaving: Termination of employment due to general reduction in force.

TRAINING:

Academic Background:

- Industrial High School "PETRU PONI" Onesti. Graduation: 1986.
Specialization in electro-mechanical training. Participation in the Olympics for Romanian and French Language and Literature.

- Journalism College, University "MIHAIL KOGALNICEANU" Iasi (Romania).

Course work: 1995.

Courses in literary history, contemporary and old Romanian literature, English, French, history of culture and civilization, sociology, theory and practice of broadcasting, history of philosophy, history of Romanian literature, international relations, general linguistics, logic, social psychology, political economy, practice teaching, aesthetics, theory of Romanian literature.

Other Training:

After termination of my employment at the refinery, I took an accounting course for professional reorientation, offered by the Labor Office in Onesti, which I finished at March 2009 with high grades. Also in 2009, I was recruited by an insurance company and was trained in life insurance courses. I have worked part-time in life and non-life insurance, since 2009.

Certificates: High school diploma; Graduation certificate for accounting courses.

LANGUAGES SKILLS:

Romanian (native language).

English (fluent) 12 years.

French (fluent) 15 years.

OTHER STRENGTHS:

High capacity for teamwork; ability to rapidly accumulate and implement new information; ability to work under pressure and resolve situations requiring quick decisions; good communication and negotiation skills.