




PERSONAL INFORMATION

Maria-Camelia Berghean

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WORK EXPERIENCE

07/2016–09/2016

Shop salesperson

SC ROBEST COM S.R.L., Carcea (Romania)

- relations with clients
- inventory
- receiving and arranging the merchandise

EDUCATION AND TRAINING

01/10/2014–Present

Bachelor's Degree in Language and Literature

Faculty of Letters, Babes Bolyai University, Cluj-Napoca (Romania)

- English Language, Japanese Language, French Language
- English Literature in its evolution, Japanese Literature in its evolution
- English to Romanian and Romanian to English translation
- basic training in Linguistics, Aesthetics, Semiotics

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Cambridge: English Advanced (CAE) C2					
French	B1	B2	B1	B1	B1
Japanese	A2	A2	A2	A2	A2
Spanish	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through my summer job experience as shop salesperson
- mentor skills gained through private English Language tutoring

Organisational / managerial skills

- ability to work under pressure and respect deadlines
- multitasking
- ability to process data and incorporate it in new materials
- ability to fit into a team and keep track of my duties

Job-related skills

understanding of punctuation, ortography and grammar acquired after three years in my chosen

Letters field of study and also from being an amateur writer

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Basic user	Independent user	Independent user

[Digital competences - Self-assessment grid](#)