Alexandra-Stefania Rizea

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PROFESSIONAL EXPERIENCE

Volunteer

Erasmus Student Network, BUCHAREST October.2017 - until now (8 month)

Job domain: Non profit Charitable Organizations

Company industry: NGO
No. of employees: 60

Company description: Erasmus Student Network is a international non-profit student organisation.

The main principle of this organisation is "students helping students".

Responsibilities: We represent international students, thus provide opportunities for cultural

understanding and self-development. I am the mentor of two people coming from different cultural environments (Turkey and Spain) and I have to help them adapt efficiently to our country. Moreover, I am in the Human

them adapt efficiently to our country. Moreover, I am in the Human Resources department and I am responsible with recruitments, event

organising, power-point presentations, trainings etc.

Team Member

AIESEC in the University of Bucharest, BUCHAREST October.2016 - October.2017 (1 years)

Job domain: Non profit Charitable Organizations

Company industry: NGO No. of employees: 60

Company description: AIESEC is an international, non-profit, independent organisation that

develops the future generation of leader. It provides you the opportunity to get to know different fields of working in an entertaining environment. It also gives you the chance to work in a big team and it teaches you how to

communicate efficiently.

Responsibilities: I had different responsabilities such as promoting the organisation and the

exchange programme, I was the leader of a group of 4-5 people who I had to

help with their international experiences.

Volunteer

AIESEC in Azerbaidjan, Abroad: Azerbaidjan, Baku July.2016 - August.2016 (1 month)

Job domain: Non profit Charitable Organizations

Company industry: NGO
No. of employees: 40

Company description: AIESEC is an international, non-profit, independent organisation that

develops the future leaders of the world. It provides opportunities for students



who want to volunteer abroad in the least develop country and we, students, get the opportunity to contribute to gender equality or to education level in

that country.

Responsibilities: My responsability was to teach English to children between 3 and 5 years old

in an interactive way that would attract them such as PowerPoint

presentations, paintings, animation. Also I had to promote our country for

internationals, to participate and facilitate trainings.

Accomplishments: The biggest accomplishment was the parents' reaction to my work and also the

fact that the kindergarden director even offered me a job there.

STUDIES

University of Bucharest, Faculty of Foreign Languages

October.2015 - July.2018

Diploma (type of studies): Bachelor Degree
Field of studies: Foreign Languages
City: BUCHAREST

National College "Ion C. Brătianu"

September.2011 - July.2015

Diploma (type of studies): High School

Field of studies: Letters - Philology

City: Pitesti

ABILITIES

Foreign languages:		Writing	Reading	Speaking
	English	Advanced	Advanced	Advanced
	Portuguese	Advanced	Advanced	Advanced
	Dutch	Intermediate	Intermediate	Intermediate

Driving licence: No

Qualities: Problem solving, Teamwork oriented, Efficient Communicator,

IT knowledge: Office Package Knowledge

Certificates: Cambridge Advanced Certificate

DESIRED JOB TYPE

Objective: First of all, I want to have more experience in different fields of working and to work in different

environments. Second of all, I want to develop myself beyond the volunteering experience and my

studies, in a more professional way.

Job type: Temporary work, Project Based, Internship, Part Time,

Job level: Student/Graduate
Salary expectations (EUR) Unspecified

Are you willing to travel: No