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- 👤 29 years
- ♀ Female
- 📍 Chişinău

TOP Skills

- **Language Education** · 9 years
- **Team Working** · 1 year
- **Personal Assistance** · 12 months
- **Communication Skills** · 10 months
- **Project Management** · 7 months
- **Quality Management** · 7 months

Preferences

- Flexible
- Full-time
- No schedule
- Remote

Languages

- **Romanian** · Native
- **Russian** · Native
- **English** · Fluent
- **German** · Fluent
- **French** · Elementary
- **Ukrainian** · Medium

Skills

- -Communication
- -Attention to detail and

Personal assistant of CEO, Manager of customer support services, Manager in any field related to design, Education, Logistics, Personal-assistant.

Work experience

Personal assistant to the CEO and owner of the company · Ad Wrap Graphics Inc, Chicago,Illinois,USA · Chicago,Illinois,USA

December 2023 - November 2024 · 12 months

Compiling expense reports (Performing bookkeeping tasks; Handling

memos, reports, invoices, and related documents, including sensitive

information)

Made travel and accommodation arrangements

Answered phone calls (Screening phone calls and emails, communicated with clients)

Helped executives in preparing for meetings (Secretarial support for

meetings as and when required by the CEO, including drafting and

circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues. Writing and distributing comprehensive minutes and action points to all members post meeting)

Managed databases and filing systems. Implementing and maintaining procedures/administrative systems. (Liaising with staff,

suppliers and clients.)

Managed email correspondence and phone messages (Drafted and prepared correspondence for internal announcements,

accuracy

- -Teamwork
- -Problem solving
- -Adaptability
- -Leadership

Driving licence

Category: B

board

meetings, and organizations that the executive is involved with)

Preparing reports (Prepared and edited documents, reports, invoices, and presentations; Scheduled and coordinated meetings,

conferences,for the CEO)

Preparing monthly profit reports on orders from 2 websites of the company

Liaising With Internal & External Stakeholders (Carrying out the entire process of receiving design orders for logistics companies /

private clients and other various clients/companies (receiving the

order, passing the order to designers, communicating with the client

etc.)

Transferring all client database and all design products to the new

company website.

Supporting clients on the new site if they encounter difficulties using

the new application.

Overseeing systems and process management

Skills: Personal Assistance

Individual teacher of foreign languages for children and for adults · Freelance

February 2015 - July 2024 · 9 years 5 months

Skills: Language Education

Customer support department manager · AP GREAT RETAIL LTD, United Kingdom, Sittingbourne · United Kingdom, Sittingbourne

January 2021 - July 2021 · 6 months

Maintained customer satisfaction by providing problems-solving resources, answered customers' questions, managed staff, accomplished customer service human resource objectives by recruiting, selecting, training, and coaching employees.

Communicated

job expectations to other employees.

Skills: Team Management, Project Management, Quality Management

Customer service in Ebay shop · AP GREAT RETAIL LTD, United Kingdom, Sittingbourne · United Kingdom, Sittingbourne

August 2020 - December 2020 · 4 months

Provided knowledgeable answers to customer phone and e inquiries regarding products and brand, assisted clients on order on-line, dealt with orders in the back office and liaise with logistics. Followed up on orders and liaise with customers, retail, repair services, buyers.
Skills: Team Working, Customer support

Teacher of foreign languages for children · Educational centre for small children "Mary Poppins", Moldova, Chishinau

March 2017 - October 2017 · 8 months

Educational centre for small children "Mary Poppins", Moldova, Chishinau
(English, German, Romanian, Russian)

Skills: Language Education

Receptionist · Hotel "BellaDonna", Moldova, Chishinau

September 2016 - November 2016 · 3 months

Skills: Team Working, Communication Skills

Receptionist · Hotel "Chişinău", Moldova, Chishinau

January 2016 - August 2016 · 8 months

Skills: Team Working, Communication Skills

Desired industries

- Management
- Design / Web Design / Graphics
- Logistics / Transport

Education: Higher

Institute of business management, Germany, Berlin

Graduated in: 2022

Faculty: Diploma in business management (MBA)

Speciality: Finished successfully MBA – program remotely and obtained diploma in business management.

Center of German Language(subsidiary of language center ÖSD in Moldova), Austria, Vienna

Graduated in: 2017

Faculty: ÖSD card(Österreich,Schweiz,Deutschland)

Speciality: ÖSD card(Österreich,Schweiz,Deutschland) Level B2 - passed exam in 2016 in international centre for passing exams

state school №60 "Mihai Grecu", Moldova,Chisinau

Graduated in: 2014

Speciality: Baccalaureate Diploma Serial № AB000217997

English school "Crotalus", Moldova,Chisinau

Graduated in: 2014

Faculty: FCE (First Certificate in English) Diploma

Speciality: obtained FCE (First Certificate in English) Diploma (course for preparing for exam) - passed exam in 2014. Certificate of English Level C1.

"Art-Classic" hairstylist courses, Moldova,Chisinau

Graduated in: 2014

Faculty: Hair-stylist

Speciality: Certificate Licence № AMMII 031715 Diploma № 474 passed exam in 2015