



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Secretar, Asistent

About me

I am able to express my thoughts both in writing and verbally, using the highest level grammar structures, appropriate vocabulary. I am an exceptional speaker and listener as well.

I am respectful and kind and I am always ready to help my mates. I am a person who never gives up encountering difficulties or serious problems. I can find the solving of a problem because I am a persistent person.

Work experience

Traducator Liber Profesionist · Freelance

April 2016 - August 2024 · 8 years 5 months

- Traducerea textelor din Română în Engleză și vice-versa;
- Respectarea termenilor limită de predare a traducerilor;
- Oferirea serviciilor de traducere pentru turiștii străini și pentru refugiați.

Skills: Translation and Interpreting, Communication Skills

Desired industries

- Office / Secretarial
- Translation / Publishing

Education: Higher

"Ion Creanga" State Pedagogical University

Graduated in: 2016

Faculty: Foreign Languages

Speciality: Translation and interpretation (English language)

"Ion Creanga" State Pedagogical University

Graduated in: 2012

Faculty: Philology

Speciality: Romanian Language

"Professional Lyceum nr. 1"

Graduated in: 2007

👤 36 years

♂ Male

📍 Chișinău

💰 9 000 MDL



TOP Skills

- **Communication Skills** · 8 years
- **Translation and Interpreting** · 8 years

Preferences

- Full-time
- In-house

Languages

- **Romanian** · Native
- **Russian** · Communication
- **English** · Fluent

Skills

- Organizational
- Communication Skills
- Team Working
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Word
- Microsoft Office

Speciality: Cashier, vendor

Courses, trainings

“Consecutive and written translation”

Graduated in 2017

Organizer: "Ministry of Justice of the Republic of Moldova"

“Secretary - Translator (English)”

Graduated in 2011

Organizer: "Complex Consulting" SRL