



👤 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

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# 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 · Chişinău

*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 · Chişinău

*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 · Chişinău

*September 2016 - November 2016 · 3 months*

Skills: Team Working, Communication Skills

**Receptionist ·** Hotel "Chişinău", Moldova, Chishinau ·  
Chişinău

*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 Greco", Moldova,Chisinau**

*Graduated in: 2014*

Speciality: Baccalaureate Diploma Serial № AB000217997

**English school "Crotalus", Moldova,Chishinau**

*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