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# English language specialist / NO cold calls

## About me

I thrive in collaborative environments, and I genuinely enjoy adding a personal touch to everything I do. You'll often find me opting for a quick 5-minute call instead of a lengthy email—it just feels more engaging (and provides faster results)!

My blend of enthusiasm, adaptability, and curiosity helps me contribute meaningfully to any team or project. I'm looking forward to making a difference wherever I go!

## Work experience

### Committee Planner / Assistant of a Board of Directors · VEO Worldwide Services

*March 2023 - Present · 1 year 9 months*

JUNE 2024 - Committee Planner (Assistant of a Board of 7 Directors)

I hold the position of committee planner of the commercial department. Being a committee planner is like a mix of 70% assistant tasks and 30% project assistant tasks. My main tasks are to write the minute of the meetings, ensure that all emails have been replied in a timely manner, provide the required assistance, be the contact person between the committee and the other departments.

JANUARY 2024 - Junior Recruiter

Recruitment might not be rocket science, but it definitely comes with its own set of challenges—ones I've fully embraced. As a junior recruiter, I focused on finding the right candidates through databases, social media, and other resources. I reached out to potential candidates, organized interviews, and made sure to keep detailed reports and documentation for the recruitment process. It's all about connecting the right people with the right opportunities!

MARCH 2023 - Prospector

I was part of the team that spearheaded the Pioneer project in the Chisinau office. I researched and identified potential clients, utilizing tools like cold calling, email campaigns, and social media outreach to source leads. Built relationships with clients and industry professionals, working with CRM software for efficient management. Additionally, I coached and explained job responsibilities to new recruits and colleagues.

**Skills:** Team work, Individual work, Adaptability, Work under

♀ Female

📍 Chişinău

💰 18 000 MDL

## TOP Skills

- **English** · 5 years
- **Ability to Multitask** · 4 years
- **Attention to Detail** · 4 years
- **Curiosity** · 3 years
- **Call Centers** · 3 years
- **Individual work** · 3 years

## Preferences

- Full-time
- In-house
- Hybrid

## Languages

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

## Driving licence

Category: B

stress, Fast learner, Curiosity, Ability to Multitask, Prioritization of Requirements, Meetings Organisation and Preparation, English, Attention to Detail

### **24H Support Operator · Sygnico**

*September 2021 - February 2023 · 1 year 6 months*

In my role at a dispatching company, I served as the vital link between drivers and dispatchers. I managed incoming calls, ensuring they reached the right person or department. I assisted both drivers and external customers with their inquiries, tracked drivers' routes, and addressed service complaints. I also handled data entry and used specialized software to keep everything organized. My responsibilities also included safety-related tasks, data entry, and quality checks to ensure high standards of performance.

Skills: Individual work, Call Centers, Ability to Multitask, Prioritization of Requirements, Mentoring, English, Attention to Detail

### **English Teacher · ILTC**

*May 2022 - October 2022 · 6 months*

- Prepared and implemented lesson plans covering required course topics.
- Administered assessments and standardized tests to evaluate student progress.
- Adapted lesson plans and curricula to students' interests, increasing student engagement

### **Customer Support Operator · Roslyn**

*September 2019 - July 2021 · 1 year 10 months*

Skills: Call Centers, Ability to Multitask, Curiosity, English, Attention to Detail

### **English teacher · Centrul de Excelenta in Energetica si Electronica**

*January 2019 - August 2019 · 8 months*

Skills: Teaching English as a Foreign Language, Class Action, Planning of Lessons, Team Working, English

### **Desired industries**

- Education / Training / Consulting
- Translation / Publishing
- Logistics / Transport

## **Education: Incomplete higher**

**"Ion Creanga" Pedagogical State University**

*Graduated in: 2019*

Faculty: Foreign Languages And Literatures

Speciality: English - Italian