



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

Secretary, Executive Assistant, Personal Assistant

About me

Temperament: Melancolic - Flegmatic.

Vreau să lucrez oficial, cu tot pachetul social, într-o companie națională sau internațională, cu grafic de muncă Full-time.

Pe parcursul anilor de studii mi-am dezvoltat competențe hard atestate prin certificate, pe lângă acestea, freelance-ul și voluntariatul m-au ajutat să-mi dezvolt competențe soft.

Work experience

Translator · Freelance

April 2016 - April 2024 · 8 years 1 month

- translate a variety of material, from Romanian to English and vice - versa;

- respect the deadlines;

- translation services for foreign tourists.

Skills: Time Management, Microsoft Office, Communication Skills

Desired industry

- Office / Secretarial

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

👤 36 years

♂ Male

📍 Chișinău

💰 9 000 MDL



TOP Skills

- **Communication Skills** · 8 years
- **Microsoft Office** · 8 years
- **Time Management** · 8 years

Preferences

- Full-time
- In-house

Languages

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

Skills

- Team Working
- Communication Skills
- Time Management
- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Professional Lyceum nr. 1 (Chişinău)

Graduated in: 2007

Speciality: C/c, vendor

Courses, trainings

“Secretary - Translator (English)”

Graduated in 2011

Organizer: "Complex Consulting" SRL

“Consecutive and written translation”

Graduated in 2017

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