**Curriculum Vitae**

**Personal Information**

*First Name* – Petru Florin

*Last Name –* Porumb

*Current Address* – 2nd Alexandru Cel Bun Street, Bld. PB97, Oradea,

Romania

*Telephone* – 0040 744 532 685

*E-mail* – petre\_porumb@yahoo.com

*Nationality* – Romanian

*Date of Birth* – 22nd of September 1987

*Gender* – Male

**Work Experience**

*Date – 1st of February 2017 – Present*

*Occupation* – Administrative Assistant and Translator

*Main Activities and Responsibilities :*

Handling emails from domestic and external customers and suppliers (in Romanian and English). Building and maintaining databases, website administration duties, translating of documents from Romanian to English and vice-versa, building online shops and creating product descriptions on various international e-commerce platforms (i.e. Etsy).

*Name and Address of Employer* – Malagoli Fabrics, 9th Trotusului Street, Oradea, Romania.

*Date – 3rd of May 2016 – 15th of January 2017*

*Occupation –* Customer Support & Sales Agent

*Main Activities and Responsibilities :*

Handling incoming calls from customers and supplying commercial, logistical, and troubleshooting support. Handling customer emails and invoices. Placing and processing orders and other administrative duties.

*Name and Address of Employer* – German Electronics, 61 Cuza Voda

Street, Oradea, Romania.

*Date –* 13th of October 2015– 10th of April 2016

*Occupation* – Administrative Assistant

*Main Activities and Responsibilities:*

Preparing and checking documents before scanning, Other administrative duties, document reconstitution, assuring and applying data security policies.

*Name and Address of Employer* – Service Point / Paragon, West Bank

Drive, Belfast, County Antrim,UK.

*Date* – 2nd of July 2015 – 7th of October 2015

*Occupation* – Customer Service Representative

*Main Activities and Responsibilities*:

Offering customer service and support to customers from the US regarding mobile phone services and account changes, technical support and processing online payments.

*Name and Address of Employer* – Teletech Corp, 81-85 Duncairn Gardens, Belfast, Co. Antrim; UK.

*Date –* 1st of March 2014 – 24th of April 2015

*Occupation* – Administrator / Sales Person

*Main Activities and Responsibilities* :

Greeting customers and ascertain what each customer wants or needs, preparing the merchandise for purchase, sales activity, wrapping the merchandise for the customers, cash handling, placing orders, general administrative duties.

*Name and Address of Employer* – Petru Porumb Self-Employed;

Oradea City Central Market, Oradea,

Bihor County, Romania.

*Date* – 20th of July 2013 – 25th of January 2014

*Occupation* – Internet Researcher (Project Based)

*Main Activities and Responsibilities :*

Search engine optimization, internet research, analyzing data, data entry and

synthesizing, handling large amounts of data.

*Name and Address of Employer* – Helping You Succeed LLC. USA.

*Date –* 1stof August 2012 – 15th of October 2012

*Occupation* – Translator ( Project Based )

*Main Activities and Responsibilities* :

Translation activity from English to Romanian referring to web content,

marketing and instructions etc.

*Name and Address of Employer* – Webnode AG / Czech Technology

Park, U Vodarny 2, 616 00 Brno

Czech Republic.

**Education and Training**

*Date* – 2006 – 2009

*Title of qualification awarded* – Bachelor Degree

*Principal subjects* – International Relations, History, World Politics,

European Union History, EU Politics, EU Security,

Marketing, Economy, Informatics,

Advanced English ( Business, Diplomacy, Politics)

*Name and Type of Organization* – ORADEA UNIVERSITY / INTERNATIONAL RELATIONS AND HISTORY / GEOGRAPHY FACULTY/ INTERNATIONAL RELATIONS AND EUROPEAN STUDIES SPECIALISATION.

*Date* – 2002 – 2006

*Title of qualification awarded* – High School Degree

*Principal Subjects* – Accounting and Book Keeping, Finances

Economy, Marketing, Informatics, Maths

History, Geography, Biology, Chemistry

English, French, Literature

*Name and Type of Organization* – “ TRAIAN VUIA “ TECHNICAL COLLEGE / ACCOUNTING AND BOOK KEEPING SPECIALISATION / ORADEA.

**Personal Skills and Competences**

*Mother tongue* – Romanian

*Other Languages:*

English :

Speaking – Fluent;

Comprehension – Fluent:

Reading – Fluent;

Writing – Fluent;

*Computer Skills* – Computer Literate, Advanced knowledge in using the Internet, Email, Social Media and Microsoft Word, Outlook, Power Point, Excel.

*Other Skills* :

Organized, responsible, conscientious, punctual, capable of working in a team but also independently, serious, good communication and social skills, eager to learn and obtain new competences and skills, self motivated, customer and results oriented.

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