

F, 21.02.1988, unmarried

Phone: 0729057092

Email elle_81_88@yahoo.com

Driving License: -

Military status: n/a

OBJECTIVE

I would like to get involved in more projects, I am an active and enthusiast person who needs more than a routine job. I already have a Monday to Friday job, so I can only get involved in a part-time job or something that will allow me to work from home or on the weekends. I am happy with my job, but I feel I have more to offer.

Job Type Project Based

Department: Advertising, Customer/Client Service, Education/Training/Art&Culture, Internet/eCommerce/New Media, MLM/MultiLevelMarketing, Other, Research&Development, Sales, Sampling, Translations

Residence city: Bucuresti

Working City: Bucuresti

Career Level: Mid-Level/Peste 3 Ani Exp

Availability: anytime

WORK EXPERIENCE

Asistent Manager 25.10.2010 - present:

Company: Best European Sanitary Brand Grup

Working city: Bucuresti

Salary: CONFIDENTIAL

Department: Purchasing/Logistics

Company activity field: Luxury sanitary systems

Responsibilities:

Organization is one of my primal responsibility. Organizing the company's activities, the offers and requests, editing the documents (contracts, official reports, proceedings), I keep the correspondence with our customers and contractors, following the transactions that are about to be made, information centralization. I would say that my JobDescription fits me best in the administration and logistics department.

Recommendation: besbgrup@gmail.com ATT Nicoleta Predut, Liviu Predut or Razvan Gheorghievici

Achievements:

For now, the biggest impact of my presence at the company is smoothing out the activities and maybe some reassurance (my bosses can't stay at the office all day, so I act as a connection between what's going on at the office and them).

EDUCATION

Studies:

"Callatis" Highschool - profile mathematics-informatics

Bucharest University - The Faculty of Journalism and the Sciences of Communication,
Advertising specialisation (graduated in 2010 - received my licence in 2011)

Academy of Economical Studies, Bucharest - Master's degree student for "Business
Administration" with Romanian and English classes - 1st year

Courses, certificates & awards:

I have a certificate for PC operating, me and my team placed in 3rd place at a first-aid
competition and a 2nd place at an European advertising contest.

(http://www.eacaeducation.eu/student_competition/2009_finalists.asp)

ABILITIES

Foreign Languages (Knowledge level):

english (advanced)

french (medium)

italian (beginner)

PC Skills:

I know some C++, operating, Microsoft Office, photo-editor applications, I can handle
minor software and hardware problems.

Other skills or details that are relevant to your CV

Even if I don't have a certificate to attest my English knowledge, the ADventure contest
proved that English is second nature to me.

I am a dedicated person, generally, not only when it comes to my job, I am a hard worker,
easy to talk to and work with, I accept constructive criticism and I like to know my limits
in an organization (and respect them).

I wrote poems, prose and even in the journalistic style (nothing published) starting with
the age of 12 and I kept writing until now (not professionally, but I can say I have gained
some experience in the field)

MINI INTERVIEW

1. Which was your biggest professional achievement?

*If the place we won at the ADventure contest can be considered a professional achievement,
than for sure it is the most important so far. It was an European contest, there were over
50 teams competing from all over Europe, we impressed a few brilliant minds of today's
advertising and I got the chance to speak in front of a real audience, not my classmates.*

2. Which was your biggest setback?

Postponing my degree.

3. Where do you see yourself 5 years from now?

*The most important thing that I see is that in 5 years I will have a plan, a plan for my own
business. It's a matter of wanting to make a difference and doing it your way.*

4. What's your biggest dream? Describe your ideal career?

*One of my biggest dreams would be to travel all over the world. As for my career, I used
to wish for a dignifying and safe job, but now I am looking forward to creating a business
of my own.*

5. What job do you consider to suit you best?

I am flexible as a person, so I don't think there is only one job out there to suit me. I would like a job that can give me more than financial satisfactions.

6. Describe your ideal company?

I don't think there is such thing as an ideal company, but let's say it should be a serious one, with a relaxed working environment. I think team work is important, but I also think that one-on-one relationships are very important for the smooth functioning of the company.

7. Which is the department you would like to work in (you can make only one choice)?

Explain why do you consider that you are right for the job and why you made that choice!

I like advertising and it seems dynamic and interactive. I think i have a good imagination and a fresh mind and I could make a difference.

8. Give a detailed description of your personality (hobbies, hopes, the things that motivate you, your lifestyle and workstyle, etc)

I like to write, I like photography, I would like to have an organized professional life, but not monotonous. I hope in the future I will make enough to be completely independent.

I like to work on my own, but I respect team-work and I think it can be more efficient.

I hate to leave things unfinished, a failure makes me work harder and a success makes me want to prove myself again.