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# Secretary, Executive Assistant, Personal Assistant

## About me

Vreau să lucrez oficial, cu tot pachetul social, într-o companie națională sau internațională, unde să pot lucra cu grafic de munca Full-time și contribui alături de colegii mei la îndeplinirea obiectivelor propuse.

Pe parcursul anilor de studii mi-am dezvoltat competente hard, însă freelance-ul și voluntariatul m-au ajutat să-mi dezvolt competențele 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"