



♂ Masculin

📍 Chişinău

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

Caut lucru

Despre mine

Date of Birth: 31 August 1987 year

Nationality: Moldavians.

Address:

Niaga 15 .

Chisinau city. CC2

Objective

A challenging career as a company head director.

Skills

- Exceptional written and oral communication abilities.
- Proven leadership and managerial skills.
- Goal oriented.
- Typing: 70wpm
- Proficient with Word, WordPerfect, Excel, and PowerPoint
- Languages' English ; Russian ; Romanian .

Experience

1998 - Present

Administrative Assistant, JLC - LACT, srl .

Provided a full range of administrative support to the organization's president. Duties included word processing of letters, memos, articles. travel arrangements, etc; organizing annual Chamber Gala, writing/designing monthly newsletters, updating Chamber registry and recruiting new businesses for membership; and designing a new edition of the Chamber Membership Directory on a yearly basis.

1992 - 1998

Assistant Office Administrator, Avant Garde Maritime Services (PVT) Ltd.

Managed all aspects of the office. Prepared extensive correspondence and written communication, participated in and coordinated a wide range of projects involving writing and editing critical media analyses, research briefs and articles relating to broadcasting. Additionally, was responsible for maintaining an extensive computer network, updating music and client databases, organizing incoming and outgoing mail, managing the office filing system as well as supervising one junior support staff member and performing light general accounting duties.

Education

B.A., Political Science ,Associate Economist ,

University of RM

Language : Russian , Romanian . English .

My best regards . Evelin .