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## Преподаватель

### Despre mine

Люблю всё, как все нормальные люди - отдых на природе, спорт, общение, книги, музыку, поездки, встречи с интересными и весёлыми людьми.

Коммуникации, особенно в англо-язычной среде, знание компьютеров, навыки работы в различных областях, творческий подход к решению задач, преподавание английского на различных уровнях.

### Experiența profesională

**COPRORATE TRAINER OF ENGLISH** · Mobile Services company "UNIFUN", Chisinau, Moldova, (2019-2020) · Chișinău · London

*Aprilie 2019 - August 2020 · 1 an 5 luni*

- Provided training of English language at different levels (up to advanced level) to employ-ees of the company (interns, IT specialists and department managers) in small-sized groups (8-12 people)
- Created and tailored entire study course specifically for target (corporate) audience, based on their needs, requirements and practical effectiveness in their work environment. Pro-vided personal support before and after training sessions.
- Gave special emphasis to communication/verbal skills similar to those used in native Eng-lish-speaking environment.

**OFFICE MANAGER** · International Study Centre "Diana Princess of Wales", Diss, UK, (2016-2018) · Diss

*Ianuarie 2016 - Ianuarie 2018 · 2 ani 1 lună*

- Managed office tasks, handled all type of equipment, managed orders, did accountancy to small level, coordinated work with clients and peers and partners in business. Tracked ri-val and communicated a lot with them to keep up to date with latest trends.
- Provided assistance to director, office management and senior workers.
- Acted as an in-house trainer for staff, additionally carried out training courses for outside groups on regular basis on subjects such as business, computer training and personal ef-fectiveness.

👤 47 ani  
♂ Masculin  
📍 Chișinău

### Preferințe

- Full-time

### Limbi

- **Română** · Nu cunosc
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Ucraineană** · Fluent

### Permis de conducere

Categoria: B

Occasionally did English language courses for foreign students.

**BUSINESS MANAGER** · Health centre of alternative medicine, Cyprus – UK, (2006 -2016) · London

*Ianuarie 2006 - Ianuarie 2016 · 10 ani 1 lună*

- Management of office duties, administrative work in company, support in major company's strategic decisions.
- Took care of accounting to small extent, coordinated financial issues, took care of clients' orders and oversaw fulfillment of everything from start to finish.
- Coordinated communication with clients, publishers, newspapers, magazines, potential advertisers and other business in the same field to keep track of changes and new updates. Cooperated with other business on mutual agreements and mutual benefits in partnership.
- Provided consultations and support over the phone, Skype and by other means to all potential clients, took care of future orders, provided compliance with all regulations.

**SALES ADVISOR, TEAM LEADER** · Sky Television Digital, Scotland, United Kingdom, (2003-2004) · London

*Ianuarie 2003 - Ianuarie 2004 · 1 an 1 lună*

- Managed sales and supply of Sky digital boxes, Sky channel packages, Sky equipment, Sky subscriptions and many other types of services related.
- Provided customers with tailored package of Sky services and equipment.
- Training sessions, presentations and group work to improve quality of service and relations in group. Group seminars and support to keep high level of sales.
- Managed and assisted others with achieving personal targets and sales goals, group management, support for peers.
- Provided support in cancellation department, provided help and support for new members of the group. Took care of customers portfolios, finance, and managed payment gateway to fulfil all necessary orders or cancellations as well. Turned the clients in after cancellations for additional bonuses and incentives to stay with the company and did the best to make them satisfied again.

**SENIOR TRAINER, COURSE MANAGER** · Wembley College of Computing Personnel, London, UK, (2001-2002) · London

*Ianuarie 2001 - Ianuarie 2002 · 1 an 1 lună*

- Assisted director of the company in many issues (strategic, financial, operational and human-related aspects) to make the

company stronger operations-wise and to improve overall image of the brand.

- Provided intense training of computer courses to number of groups from different fields, also personal one-to-one training.
- Provided new courses, new ideas and new creative solutions for the college and also in-troduced new ways of teaching by utilizing new technologies.
- Provided support for students, peers and management in teaching areas.
- Delivered good results in student's performance during exams, sessions and outside the classes.
- Trained various categories of people from young to elderly (65 and above) and trained people from various social backgrounds and from ethnic backgrounds. Handled diversity and equality very well without any issues during my entire term of work.

**CAFÉ ADMINISTRATOR, IT TRAINER** · Brent Cross Internet Café, London, United Kingdom, (2000-2001)

*Ianuarie 2000 - Ianuarie 2001 · 1 an 1 lună*

- Managed company's department with Internet café and workshop section within.
- Provided computer courses for private and corporate clients, certificate issuing, computer workshops, sales and marketing of services to public and private clients, staff training and courses compilation for tailored needs.
- Management of network and all equipment inside.
- Accountancy and cash candling, client handling and support, staff training.

**IT AND OFFICE MANAGER, GRAPHIC DESIGNER** · Oil and gas research company "Nadra", Ukraine, (1997-2000)

*Ianuarie 1997 - Ianuarie 2000 · 3 ani 1 lună*

- Managed office administrative work, worked with files, informational content, large amount of correspondence and communication material. Handled all equipment and archives in conventional and electronic form.
- Provided support in storage of data. Handled security of all files, oversaw security of inner network. Handled all graphic work, including audio and video content (processing, modify-ing, editing and distribution).
- Travelled to worldwide exhibitions and conferences with management of the company providing translations, interpretations and communication services.
- Worked closely with international partners, communicated company's needs to companies across the globe, provided marketing and other materials to potential clients abroad. Managed all correspondence with foreign business partners.

## **Studii: Superioare**

### **Stonebridge Associated Colleges, UK, 2016-2018**

*Absolvit în: 2017*

Facultatea: Education and Training

Specialitatea: CERTIFICATE IN EDUCATION AND TRAINING (UK Level 4) – 2-year study

### **Middlesex University, Business School, London, UK, 2002 - 2004**

*Absolvit în: 2004*

Facultatea: Business Administration

Specialitatea: MASTER OF BUSINESS ADMINISTRATION (Merit)

## **Cursuri, training-uri**

### **MICROSOFT CERTIFIED SYSTEMS ENGINEER 2000 (Certificate)**

*Absolvit în 2001*

Organizator: Microsoft Examination Centre, CCP college, London, UK, 2000-2001

### **Certificate in Technical Translation Russian-English**

*Absolvit în 1999*

Organizator: University of Oil and Gas (Ukraine)