



👤 30 ani
♀ Feminin
📍 Chișinău
💰 15 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Fluent
- **Rusă** · Comunicare
- **Italiană** · Fluent
- **Franceză** · Mediu
- **Engleză** · Mediu

Permis de conducere

Categoria: B

Datele de contact sunt contra cost. Detalii aici: <https://www.lucru.md/ru/preturi/cv>

Back office / Logistics / Italiana (Fără apeluri/Fără vânzări)

Despre mine

- Time Management
- Communication Skills
- Organizational Ability
- Data Entry
- Record Keeping
- Problem Solving
- Attention to Detail
- Administrative Support
- Team Collaboration
- Task Prioritization

Experiența profesională

ICT Analyst / Back Office · ID Connect · Chișinău
Iunie 2021 - Prezent · 4 ani 6 luni

3 years as a Back Office Assistant comprehensive experience in administrative support. Adept at managing office operations, maintaining efficient filing systems, and ensuring seamless coordination of daily tasks. Skilled in organizing records, handling correspondence, and utilizing exceptional communication abilities to liaise effectively with internal teams and external stakeholders. Proficiency in leveraging diverse office software and tools to facilitate smooth workflow and enhance productivity.

Acquisition Editor / Trainer · Omniscriptum Publishing Group · Chișinău

August 2016 - Decembrie 2020 · 4 ani 4 luni

4 years as an Acquisition Editor in the publishing industry. Skilled in building and nurturing relationships with authors, literary agents, and industry contacts. Proficient in conducting thorough manuscript evaluations, providing insightful feedback, and guiding authors through the editorial process to enhance content quality. Adept at managing editorial schedules, collaborating cross-functionally, and driving successful book launches.

Proficient in manuscript evaluation and acquisition processes.
Strong project management and organizational abilities.
Proficiency in publishing
software/tools (e.g., Adobe InDesign, MS Office Suite)

Studii: Medii de specialitate

IISS "Alessandro Greppi", Monticello, Italia

Absolvit în: 2016

Facultatea: Limbi si litterature straine

Specialitatea: Bilingvist ESABAC (italo-francez)