



26 ani

♀ Feminin

O Chisinău

☐ 20 000 MDL

Preferințe

• Full-time

Limbi

Română · Comunicare

• Rusă · Fluent

• **Engleză** · Comunicare

Permis de conducere

Categoria: B

Cu automobil personal

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

Support specialist

Despre mine

ADDITIONAL INFORMATION

Willing to travel;

Willing to relocate

Driving license cat. "B"

HOBBIES

Books,

Cooking

Traveling,

Sport(Fitness, GYM)

EXPERIENCE WITH COMPUTERS

Microsoft Windows;

office suite MS Office: Word, Excel; PP,

Experiența profesională

Sales Manager/ support manager · Expert Market Group SRL · Chişinău

Septembrie 2021 - Prezent · 4 ani 3 luni

- -Monitoring Company main email Address.
- Incoming and outgoing correspondence
- -Redirecting the emails to the right department
- -Looking for potential clients. Discuss with them about work process
- -Confirming legal details getting the agreement filled and working on daily sales process
- Driving the sales process from plan to the end.
- -Presenting sales, revenue and expenses reports and realistic forecast to the management team
- -Identifying emerging markets and market shifts while being fully aware of new products and competition status

talk-show reporter · GMG PRODUCTION · Chişinău *Martie 2020 - August 2021 · 1 an 6 luni*

Show name was TRUTH TIME- where people were getting support and help in solving their life problems

- had my working schedule sometimes from early morning - even

 $6\ \text{am}$ – till 9-10 pm when needed to travel and convince people to give the interview and reveal the truth about their story on TV – on camera .

- I was searching for the show Topic among the news and other sources .- getting approval from producer on that topic
- Finding the people involved (their contact details, address)
- Contacting the people to find out more details and convincing them to give me the interview on camera and participate in our show .
- Writing all the show scenario , with all the details and text for all the participants.
- Geetting final approval.
- Monitoring closely all the show and offering the needed help to all participants

Studii: Superioare

USM

Absolvit în: 2021

Facultatea: Jurnalism și științe ale comunicării

Specialitatea: Jurnalism

Cursuri, training-uri

Miccrosoft office course (word , Exccel, Power point)

Absolvit în 2015

Time management training with Gleb Arkhanghelski

Absolvit în 2019

Organizator: Gleb Arkhanghelski

Method of blind typing on a keyboard(Solo) English and Russian languages.

Absolvit în 2020

Business Englis

Absolvit în 2016

English Lessing

Absolvit în 2015

Organizator: ILTC school