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# Project Manager

## About me

A proactive and analytical manager with experience in corporate training and digital platforms. I have skills in process automation, data structuring, and educational system administration. I am developing my skills in product analytics and am proficient in Excel and business process optimization. I am results-oriented and strive for continuous development and effective solutions.

## Work experience

### Project Manager · RUSO · Bălți

*April 2025 - August 2025 · 5 months*

Successfully completed 15 projects involving the development and refinement of websites of varying complexity, from landing pages to multi-page corporate platforms.

Organized and supervised the entire development cycle: setting tasks, planning, assigning roles, monitoring deadlines and quality.

Established effective communication between customers, developers, and designers, which reduced project implementation times and increased customer satisfaction.

**Skills:** Process Management, Task Management, Technical Expertise, Planning

### Project Manager · Simpals · Chișinău

*May 2024 - December 2024 · 8 months*

Worked on a project to manage an educational platform for employees.

- Started by searching for and uploading training courses, then took over management of the entire information component of the project.

- Optimized content upload and download processes, increasing their speed threefold through automation.

- Administered the platform, structured and managed all data, ensuring its relevance and accessibility.

- Tracked employee course completion, analyzed data, and generated reports.

- Developed and implemented improvements to increase the effectiveness of the educational platform.

👤 20 years

♂ Male

📍 Bălți

## TOP Skills

- **CRM** · 8 months
- **Microsoft Office** · 8 months
- **Microsoft Excel** · 8 months
- **Process Management** · 5 months
- **Task Management** · 5 months
- **Technical Expertise** · 5 months

## Preferences

- Full-time
- No schedule
- In-house
- Hybrid
- Remote

## Languages

- **Romanian** · Medium
- **Russian** · Native
- **English** · Medium

## Skills

- SQL Databases
- Adaptability
- Creative
- Optimization
- Teamwork

# Driving licence

Category: B

Skills: CRM, Microsoft Office, Microsoft Excel

## Desired industries

- IT, Tech
- Management
- Human Resources

## Education: Specialized secondary

**Colegiul Tehnic Feroviar din Bălți**

*Graduated in: 2024*

Speciality: Database administrator

## Courses, trainings

**Data Analyst**

*Currently studying*

Organizer: karpov.courses

**HR brand**

*Graduated in 2025*

Organizer: Нетология

**Web Design Basics**

*Graduated in 2021*

Organizer: D-Spirit Design School