



♂ Masculin

📍 Chișinău

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

## Office administrator

### Despre mine

Curriculum Vitae

Date of birth: 27.04.1980

Place of birth: Balti, Republic of Moldova

Civil status: Married. A child.

Home address: Moldova, Chisinau, MD-2051,

app.53, no.9/1, O. Ghibu Street,

Chisinau, Republic of Moldova

Education:

Moldova State University

Department: Foreign Languages and Literatures

Specialization: Translation and Interpretation of Conference and Applied Linguistics (English), English Language

Study years: 2012 - 2014

Master Degree

Law Academy of the Republic of Moldova

Faculty: Law

Specialization: Constitutional and administrative law

Profile: Jurisprudence

Licentiate in Law

Chisinau, Republic of Moldova 1997 - 2004

General School No.3, Edinet, Republic of Moldova 1986 -1997

Professional experience:

Interpreter

CNFA

John Ogonowski and Doug Bereuter

Farmer-to-Farmer Program (F2F) in Europe, Caucasus & Central Asia

(USAID Grantee) - 2013

Administrator/Recruiting Manager

IT International Consulting Company, Chisinau, January 2010 - till now

Human Resources Manager

SRL "Telecomservis", Chisinau, September 2011- April 2012

Human Resources Associate at "Ernst & Young", Chisinau, Republic of Moldova 2008/04/06-2009/30/10

- Analysis of the local needs compared to the group objectives
- Definition, liaison and training with HR department of our Romanian office
- Implementation of a local HR function in the Moldovan office
- Periodical reporting to our head office

- Transfer of the control to the head office

Secretary Administrator at “Irache” Hotel, Ayegui, Navarra, Spain 2004-2008

- reception, receiving phone calls
- records management and payments
- purchase of office equipment

Principal Lawyer at Center of Fighting against Economic Crimes and Corruption, Republic of Moldova, 2004/04/14 - 2003/10/29

- participation in meetings at Economic Court, Republic of Moldova

Specialist in Law Department at State Fiscal Office, Republic of Moldova 2001/03/14 -2002/11/28

- participation in District Court, Economic Court, Court of Appeal, Chisinau, Republic of Moldova

Administrative Assistant at United States of America Peace Corps in Moldova, April-August 2000

Under the supervision of the Training Manager:

- Assisted with training logistical organization and executed necessary pre-payments as appropriate
- Made financial payments and processes advances and prepared the expenses records and reports as directed
- Prepared contracts for training sites and trainee host families
- Picked up and delivered letters, packages, messages, supplies
- Maintained proper working schedules for guards and cleaners
- Developed and maintained appropriate filing system for administrative documents and forms
- Served as interpreter as needed with all levels of Government, financial and local business officials
- Occasionally worked in the evenings and on weekends and holidays

November 1999, 2nd Forum of NGOs, technical work typing, maintaining equipment

July-October 1999, Private Lawyers Bar, co-facilitator at workshops and meetings

July-September 1999, “Helsinki” Committee for Human Rights, volunteer work

July-August 1999, The Ministry of Justice, assistant of the department of NGO’s, typing, maintaining records, log books

August 1999, The International Seminar, “Youth Participation in Civil Society”: interpreter

July 1999, Rural development project (1998-2001), “Contact-Center” workshop, co-facilitator of the project

June 1999, CEAVA- summer camp of the Council of Europe: assistant, interpreter, computer work

November 1997, 1st Forum of NGOs of the Republic of Moldova: workshop, maintaining equipment, assistant, interpreter

Computer skills: Excel, Power Point, Word, Internet & E-mail

Language skills: Russian, Romanian, English, Spanish

Driver License “B” Category

Rumanian Passport