



👤 35 ani  
 ♀ Feminin  
 📍 Chișinău

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# Traduceri (engleză/română/rusă), copywriting, proofreading, content writing

## Preferințe

- Flexibil

## Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Franceză** · Fluent

## Despre mine

Communication skills - good communication and contact skills obtained during my experience in working with various clients and staff members, as well as other stakeholders like state authorities, donors, international organisations.

Organisational / managerial skills - good team leader skills gained during my experience in working with EVS and local volunteers; - great organisational skills obtained within the experience as executive assistant and HR officer, as well as a Project coordinator.

## Experiența profesională

**Project Assistant (promoted to the position of Project Coordinator)** · "Charity Centre for Refugees" NGO · Chișinău

*Februarie 2016 - Februarie 2017 · 1 an 1 lună*

Community services for refugees, asylum seekers and beneficiaries of humanitarian protection project:

- Organizing, assisting and conducting the integration activities: social, cultural, educational and self-reliance services for refugees, asylum seekers and beneficiaries of humanitarian protection (in terms of logistics, planning, carrying-out and reporting);
- Preparation of monthly/mid year/year reports in line with the project budget and plan, for the donor (UNHCR Moldova); presenting the reports during the evaluation meetings with the donor and implementing partners;
- Monitoring budget expenditures and maintaining records of

approved project budgets;

- Contributing to day-to-day project implementation according to the project work-plans;

- Prepare and issue contracts; Involved in the procurement process according to the internal policies and regulations;

- Supporting and counseling directly the beneficiaries of the project (refugees and asylum seekers) in various logistical, professional, social and general requirements;

- Participating in fundraising activities (from writing other external projects to their implementation);

- Participating and assisting in the raising awareness campaigns in refugee integration problems;

- Translation and interpretation of project documentation, correspondence with donors and implementation partners, daily meetings and communication with stakeholders (English, Romanian, Russian);

- Coordinating EVS and local volunteers;

Performing other administrative, operational and logistical duties within the project.

## **Human Resources and Paralegal Officer · IM “Grant Thornton” SRL · Chişinău**

*Iunie 2015 - Februarie 2016 · 9 luni*

HR Administration and Management functions:

- Maintenance of personnel files, as under the requirements of the labor local legislation;

- Maintaining the work structure by updating job requirements and job descriptions for all positions;

- Recruiting, testing and interviewing staff;

- Assisting the Training committee in performing quarter trainings, and annual promotions of the staff;

HR and Paralegal advisory functions:

- Performing the procedure of company (clients) registration/suspension/liquidation, assisting in opening bank accounts, notary procedures, etc, by providing detailed information and advice to clients within the required procedures;

- Assisting in migration services;

- Providing support to the audit department within audit and tax engagements and projects;

- Assisting with administrative and secretarial services: drafting and submission of letters, forms, requests in dealing with logistics matters;

- Drafting, amending, negotiating and issuing service contracts

with clients from Audit, Advisory, Tax and Outsourcing departments

- Communicating with legal bodies such as notaries, insurance companies, financial institutions, audit supervision departments, etc. on matters related to various engagements;
- Monitoring the compliance of the personnel with Internal Regulations and other methodological and technical policies of the firm;
- Supervising the Administrative Assistant in communication and maintaining appropriate relations with providers, clients and partners.

**Executive Assistant** · IM “Grant Thornton” SRL · Chişinău

*Aprilie 2013 - Mai 2015 · 2 ani 1 lună*

- Translating into/from Romanian, English, Russian and French languages (contracts, audit/tax/censors/advisory reports, tax memos and alerts, marketing brochures and presentations, internal HR documentation, etc.);
- Drafting, amending, editing and proofreading of documents (commercial offers, contracts, engagement letters, reports, correspondence, and other legal documents: power of attorney, resolutions, employment contracts, service agreements, etc.);
- Assisting HR (recruitment) and Legal Advisory departments (preparation and submitting files at official bodies for paralegal issues within client service assignments;
- Drafting correspondence, reports, labels, story notes, etc.,
- Organizing logistics for representations events.

**General Manager Assistant** · IM “Pay Point” SRL · Chişinău

*August 2012 - Decembrie 2012 · 4 luni*

Assisting the General Manager in issues of communication, documentation and internal work coordination

- Translating into Romanian, Russian and English
- Interpretation from Russian and Romanian to English and vice versa during conversations and interviews of General Manager with staff coming into contact
- Tracking the flow of the company documents
- Coordinating the internal activities of the office, the necessary work conditions.

**Secretary - Referent** · Eurocreditbank S.A. ·

## Chişinău

*Martie 2012 - August 2012 · 6 luni*

Maintaining the front office communication between clients, partners, stakeholders and management of the bank;

- Providing translation of documentation (correspondence, minutes, reports, website content, etc.);
- Organizing General Meeting of Shareholders, other management committees meetings;
- Acting as the Secretary of the Credit Committee of the bank, preparing the minutes of each performed meeting;
- Execution of other office management work.

## **Educator - entertainer, educational and entertaining activities for kids** · Baby Hall, IM “Game World” SRL · Chişinău

*August 2011 - Martie 2012 · 7 luni*

Organizing educational and entertaining programs for children of preschool age;

- Organizing birthday parties for children;
- Coordinating creative activities;
- Cashier services – sales consultant at the entertainment kids area.

## **Studii: Superioare**

### **Moldova State University**

*Absolvit în: 2013*

Facultatea: Faculty of Foreign Languages

Specialitatea: Master in French Studies

### **Moldova State University**

*Absolvit în: 2011*

Facultatea: Faculty of Foreign Languages

Specialitatea: Bachelor in Educational Sciences, French language and literature – English language, Psycho – Pedagogical Profile

## **Cursuri, training-uri**

**HR specialist training (complex legislative procedures of HR Administration, the compliance with the Moldovan Labor Code)**

*Absolvit în 2015*

Organizator: HR Portal SRL

**Training on internal communication and staff engagement**

*Absolvit în 2015*

Organizator: Chamber of Commerce and Industry France-Moldova, training conducted by Sandra Cavallo (Communication Consultant at the UN Resident Coordinator's Office in Moldova), Chişinău (Moldova)