



👤 39 years
 ♀ Female
 📍 Chişinău
 💰 10 000 MDL

Preferences

- Flexibil
- Part-time
- Fără program
- Remote

Languages

- **Romanian** · Fluent
- **Russian** · Fluent
- **English** · Fluent
- **Italian** · Fluent

Driving licence

Category: A
 With personal auto

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

Data Entry Specialist, Customer Support

About me

Conduc propriul blog pe tema psihologiei.
 Sint o persoana responsabila, harnica si diplomata.
 -good knowledge of English and Italian;
 -strong negotiating skills;
 -ability to convince;
 -worked with many admin systems;
 -strong in research and marketing;
 -love communicating and am good at it.

Work experience

Psychologist · Nadejda - Psiholog Virtual · Chişinău
September 2022 - Present · 3 years 1 month

-Conducting 1,2 hour psychotherapy sessions with clients of different age, race, gender and nationality ranges regarding issues such as: mental health, relationships, work, etc.;
 -Creating my own online platform with over 20k active followers: <https://www.facebook.com/nadejdaburlaca8>
 -Using marketing skills in order to attract clientele;
 -Hundreds of positive reviews on my work available on various social media platforms and search engines

Copywriter · Ketse.com · Chişinău
April 2018 - Present · 7 years 6 months

-Outsourcing relevant articles;
 -Building an article according to the required criteria;
 -Inserting the beneficial SEO keywords into the created content;
 -Rectifying the existing text as per the customer's needs;
 -lots of research and a rich imagination;
 -constant inspiration in terms of writing and creating content;
 -Modeling the texts so that they benefit the SEO targets;
 -Rectifying the texts according to the customer's needs.

CEO · IBmachine.com · Chişinău

April 2016 - April 2018 · 2 years 1 month

- Managing website sales;
- Managing data entry staff;
- Finding clients and signing them up on the website;
- Taking payments online;
- Assisting customers with the website use;
- Attending fairs;
- Suggesting improvement for the site's usability;
- Visiting potential customers on-site in their factories.

Project Manager, Sales · Travod · Chişinău

April 2015 - July 2016 · 1 year 3 months

- Monitoring and instructing a team of people to reach the company's sales objectives;
- Negotiating with clients in several languages;
- Constructing offers;
- Multiple project management;
- Payment handling;
- Occasional translations and interpreting.

Sales and Marketing · ADT Machinery · Peste hotare

September 2013 - December 2014 · 1 year 3 months

- Website creation and maintenance;
- Increasing new customer traffic via outreach;
- Social media marketing;
- Product promotion on various platforms;
- Continuous visits to clients in factories located in different cities;
- Client search and outreach;
- Product presentation and marketing in various languages;
- Translations and interpreting;
- Attending fairs and business meetings;
- Negotiations with potential and existing customers.

Business Development Manager · Development AID · Chişinău

September 2012 - September 2013 · 1 year 1 month

- Customer assistance on tender information in several languages;
- Finding new clients via social media and outreach;
- Processing online payments;
- Product presentation via called calls and email.

Buying Representative · Impro Corp · Chişinău

September 2009 - May 2012 · 2 years 8 months

- Strong communications skills over the phone/cold calling;
- Building offers and products quoting;
- Negotiating with customers;
- Closing deals.

Product Manager · Safe4U · USA, Australia, China
October 2005 - September 2008 · 3 years

- Online order processing;
- Product shipping and handling;
- Processing payments by Check or online by Credit Card;
- Attending fairs.

Desired industry

- Call-center / Back-office

Education: Higher

Moldova State University

Graduated in: 2014

Faculty: Psychopedagogy

Speciality: Psychopedagogy

Institute of Management IMI-Nova

Graduated in: 2010

Faculty: Law

Speciality: Law

Courses, trainings

Italian Language B2 level

Graduated in 2018

Organizer: Insam German School of languages

Grefier

Graduated in 2010

Organizer: Curtea de Apel Chisinau

Industrial Sales

Graduated in 2009

Organizer: Ravani Acciai