



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

👤 40 ani
♀ Feminin
📍 Chișinău

in

TOP Competențe

- **Customer relationship management** · 7 ani
- **Reporting and project documentation** · 2 ani
- **Managed budgets** · 2 ani
- **Prepared project proposals** · 2 ani
- **Support the General Manager in daily operations and cross-departmental coordination** · 11 luni

Preferințe

- Full-time
- În locația angajatorului

Limbi

- **Română** · Fluent
- **Rusă** · Nativ
- **Engleză** · Comunicare

Competențe

- Project & Financial Management
- Donor Reporting & Compliance
- Executive & Operations Support
- Communication & Coordination

Lucrătoare

Despre mine

Dynamic and results-driven professional with extensive experience in project coordination, operations management, and executive support within international and local organizations. Proven ability to lead cross-functional teams, manage budgets, and ensure compliance with donor requirements. Skilled in communication, reporting, and process improvement. Adept at managing multiple priorities with precision and professionalism.

Experiența profesională

Assistant General Manager · Smile Dent Team Lab
· Chișinău

Ianuarie 2025 - Noiembrie 2025 · 11 luni

- Manage executive calendar, correspondence, and meeting schedules.
- Provide simultaneous interpretation during management and partner meetings. • Draft reports, minutes, and Standard Operating Procedures (SOPs).
- Oversee logistics, document management, and task distribution through ERP software. • Prepare executive summaries and presentations for professional conferences.

Competențe: Support the General Manager in daily operations and cross-departmental coordination

Project Coordinator · The Salvation Army, Moldova
Division Headquarters · Chișinău

Martie 2022 - Aprilie 2024 · 2 ani 2 luni

- Designed and coordinated social projects supporting vulnerable groups including refugees, children, and the elderly.
- Liaised with foreign donors and partner organizations.
- Managed financial and narrative reporting and maintained project documentation. • Delivered translations and simultaneous interpretation (EN-RU-RO).
- Oversaw multiple project categories: Institutional Support, Community Development, Mission Support, Rapid Response, and Emergency Services.

Competențe: Reporting and project documentation, Managed budgets, Prepared project proposals

- Problem Solving & Multitasking

Founder & CEO · HappyTime.md – Kids Parties Agency · Chişinău

Octombrie 2010 - Decembrie 2017 · 7 ani 3 luni

- Built and managed a successful children's events agency, overseeing 6,000+ events across 28 unique themes.
- Recruited and trained staff, developed entertainment programs, and managed business partnerships with 139 organizations.
- Supervised logistics, marketing, and customer relationship management with a client base of 2,947 contacts.
- Designed costumes, sets, and props; handled vendor contracts and negotiations.

Competențe: Customer relationship management

Domeniile dorite

- Top Management
- Management
- Office / Secretariat

Studii: Superioare

Russian State University of Tourism and Service (RGUTiS) – Moscow, Russia Postgraduate Studies in Social Structure, Social Institutions, and Processes (2009-2010) Bachelor's and Master's Degrees in Sociology and Social Work (2004-2009)

Absolvit în: 2010

Specialitatea: Sociology and Social work