



♀ 21 ani  
♂ Masculin  
◎ Chișinău  
✉ 10 000 MDL

## TOP Competențe

- **Gândire Analitică** · 1 an
- **Elaborarea Documentelor** · 1 an
- **Abilități de Introducere a Datelor** · 1 an
- **Lucrul în Echipă** · 1 an

## Preferințe

- Part-time
- Flexibil

## Limbi

- **Română** · Mediu
- **Rusă** · Nu cunosc
- **Arabă** · Mediu
- **Engleză** · Nativ

## Competențe

- Lucrul în Echipă
- Abilități de Introducere a Datelor
- Analiza Datelor
- Gândire Critică

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

# Operator / Assistant

## Despre mine

Hello there!!!

As a student still hitting the books, I'm on the lookout for a job that fits into my busy schedule but still lets me shine.

Between classes and studying, I've been picking up some valuable skills like time management and problem-solving. I'm passionate about improvement and technology, and I'm eager to put what I've learned into practice. I'm looking for a role where I can learn and grow, whether it's helping out with tasks around the office or getting involved in exciting projects. I'm a quick learner and ready to take on new challenges!

Thanks for considering me. Let me know how I can contribute to your team while still scaling through my student life!!!

- Confident PC user
- Possession of freelance skills
- Analytical Skills
- Basic graphic design with canva
- Problem solving
- Good Communication
- Problem Solving
- Creative Thinking
- Teamwork
- Familiarity with basic word processing, spreadsheets and presentation software

## Experiența profesională

### **Freelance Graphic Designer** · Graphics · Peste hotare

*Ianuarie 2020 - Septembrie 2023 · 3 ani 9 luni*

- Usage of Canva to create compelling designs for brands.
- Collaborated with content creators on a few projects.
- Took ownership of projects, work independently, and demonstrate self-discipline, time management, and organizational skills to effectively balance creative work with administrative tasks, such as invoicing and project documentation.
- Worked closely with clients to understand their needs, conceptualize design ideas, and develop creative solutions that effectively communicate their message or brand identity.

## **Office Assistant · Joint Aviation Facility · Nig**

*Ianuarie 2021 - Octombrie 2022 · 1 an 9 luni*

- I worked with the operators to facilitate fueling operations and unloading trucks carrying jet fuel.
- Assisted with the sorting and filing of documents to ensure records were updated at intervals.
- Implemented new administrative procedures, resulting in increased efficiency in managing fuel orders, invoices, and documentation.
- Actively participated in team meetings, shared valuable insights, and collaborated with colleagues from different departments to achieve common goals and objectives, fostering a positive and productive work environment

**Competențe:** Lucrul în Echipă, Abilități de Introducere a Datelor, Elaborarea Documentelor, Gândire Analitică

## **Domeniul dorit**

- IT, Tech

## **Studii: Superioare**

### **Universitate de stat de medicina si farmacie Nicholae Testemitanu**

*Studiez la moment*

Facultatea: medicina

Specialitatea: medicina

## **Cursuri, training-uri**

### **Data Analysis With Powerbi**

*Studiez la moment*

Organizator: Udemy