



👤 43 years
 ♀ Female
 📍 Chişinău

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

Office Manager

About me

Born in Moldova, I moved to Canada in 2011 with my family. In Montréal, I do learn french language. Then, I finished my college study in 2018. After graduating, I worked for three years with disabled clients. But pandemic changed my professional career in 2022 and I became the office manager.

This autumn, I came back to Moldova because of some personal reasons.

Now, I would like to find some interesting job in the office.

I ready to learn and to be useful for my future team.

TOP Skills

- **Collaboration** · 2 years
- **Punctuality** · 2 years
- **Professional Responsibility** · 2 years
- **Creativity** · 2 years
- **Teamwork** · 1 year
- **Responsability** · 1 year

Preferences

- Full-time
- In-house

Languages

- **Romanian** · Elementary
- **Russian** · Native
- **English** · Communication
- **French** · Fluent

Work experience

Office Manager · Bureau d'aide juridique de Montreal · Montreal

August 2022 - September 2024 · 2 years 2 months

- communication with clients and inform them about services
- receive and carry out requests for equipment
- organize archiving of files
- collaboration with lowers and direction of all offices

Skills: Professional Responsibility, Punctuality, Collaboration

Office Manager · Speedy transport · Montreal

January 2022 - June 2022 · 6 months

- welcoming and accompanying visitors
- manage phone calls
- update files and invoices
- make a delivery appointment for two major sectors of city

Skills: Professional Responsibility, Punctuality, Collaboration

Specialized educator/facilitator for adults with physical disabilities · Centre Communautaire Radisson · Montreal

September 2020 - January 2021 · 5 months

- lead, organize and develop leisure activities and projects
- write evaluations and reports of activities and projects carried out

Skills: Creativity, Friendly, Responsible

Worker for people with disabilities · Fondation
Coccinelle pour les enfants handicapés · Montreal
October 2018 - September 2020 · 2 years

- lead, organize and develop leisure activities and projects
- conduct assessments of project objectives

Skills: Creativity, Responsibility, Teamwork

Desired industry

- Office / Secretarial

Education: Specialized secondary

Cégep de Saint-Laurent, Montréal

Graduated in: 2018

Speciality: Technicienne d'intervention en loisir

Slavic University

Graduated in: 2002

Speciality: Law