



👤 22 years
 ♀ Female
 📍 Chişinău
 💰 17 000 MDL

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

Dispatcher

About me

I am a perseverant and communicative person who is actively looking for a new job opportunity. I learn new things very quickly and enjoy working with people. I am organized, responsible, and always do my best to complete my tasks in a professional way.

Work experience

Senior Laboratory Technician (Secretary) · Department of English Philology „Ion Creangă “ · Chişinău

October 2024 - May 2025 · 8 months

- Prepared and managed all necessary documents for the English Philology Department
- Worked closely with all university departments to support academic operations
- Maintained records and organized files efficiently
- Handled administrative responsibilities to assist faculty and staff

Skills: Communication Skills

Au pair in Spain · Au pair · Spain, Barcelona

June 2024 - September 2024 · 4 months

- Took care of two children and supported their daily routines
- Taught English lessons in a fun and simple way
- Organized creative and educational activities
- Helped create a safe, comfortable, and happy environment

Account Manager · Aris Support · Chişinău

December 2023 - April 2024 · 5 months

- Made warm and cold calls in English to potential customers
- Explained company services clearly and professionally
- Answered customer questions and provided information
- Closed sales and helped grow company revenue

Skills: Phone Sales, Team Working

Sales Manager and receptionist · Life fitness ·

TOP Skills

- **Communication Skills** · 2 years
- **Team work** · 1 year
- **Comunicantion** · 1 year
- **Phone Sales** · 5 months
- **Team Working** · 5 months

Preferences

- Full-time
- No schedule
- In shifts
- Flexible

Languages

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

Chişinău

October 2021 - November 2022 · 1 year 2 months

- Welcomed new customers and explained gym services
- Helped clients choose the best subscription for their goals
- Organized documents and managed contracts
- Made phone calls (hot and cold) to increase sales
- Provided good customer service and support

Skills: Team work, Communication

Fruit and vegetable seller · Blueberry Cahul · Cahul

October 2019 - August 2021 · 1 year 11 months

- Had a friendly and open attitude with customers
- Sold fruits and vegetables
- Helped keep the shop clean and tidy
- Gave good service to make sure customers were happy with the products

Skills: Communication Skills

Cook & Food Service Assistant · Snack · Cahul

September 2017 - July 2019 · 1 year 10 months

- Prepared a variety of dishes and all menu items served at the restaurant
 - Sold food products directly to customers and handled customer service
 - Prepared coffee and other drinks
- Maintained a clean and organized workspace.

Waitress · Green village · Cahul

June 2018 - August 2018 · 3 months

- Took food and drink orders from customers
- Brought the food to the tables
- Handled payments
- Kept the working area clean.

Skills: Communication Skills

Desired industry

- Call Center / Back Office

Education: Incomplete higher

Universitatea Pedagogică,, Ion Creangă"

Currently studying

