



👤 42 years

♀ Female

📍 Chişinău

## TOP Skills

- **Social Work** · 5 years
- **Kitchen Management** · 3 years
- **Housekeeping** · 3 years
- **Technical Support** · 3 years

## Preferences

- Part-time
- Flexible
- No schedule
- Full-time
- Mobile work
- Hybrid
- In-house

## Languages

- **Romanian** · Medium
- **Russian** · Native
- **English** · Medium

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

# Project coordinator NGO

## About me

Volunteering in the social sector since 2013, participation in organizing and conducting charity events. Sport: yoga, fitness, healthy lifestyle.

## Work experience

### Coordinator of the humanitarian project ·

Beginning of life NGO · Chişinău

*September 2020 - Present · 5 years*

1. Interviewing, identifying actual needs, signing agreements with beneficiaries.

The beneficiaries are refugees from Ukraine and socially vulnerable persons and families of Moldova (large families, single mothers, guardians, pensioners, persons with disabilities).

2. Forming groups, maintaining the database. Replying to appeals, providing information about the work of the organization's departments. Inviting to meetings and events.

3. Case management. Writing stories. Photo reporting.

4. Ordering humanitarian aid (foodstuffs, hygiene items) from suppliers monthly. Receiving goods, discharging. Bag packing, delivering.

5. Compiling and providing required data for reporting.

6. Assistance in preparing and conducting lessons in psychology and art therapy weekly. Communicating with the beneficiaries.

7. Participation in organizing and conducting charity events, leisure for children and teens.

Skills: Social Work

### Office-manager · Beginning of life NGO · Chişinău

*September 2019 - September 2020 · 1 year 1 month*

1. Meeting of the beneficiaries of the Early childhood development center.

2. Oversee daily office operations.

3. Maintaining order. Assistance in conducting lessons with children.

Skills: Social Work

## **Hotel worker** · Work and travel · Cyprus

*June 2014 - June 2017 · 3 years 1 month*

Skills: Kitchen Management, Housekeeping

## **Technical support specialist** · "Intellect Service" (Ukraine) · Kiev

*June 2011 - June 2014 · 3 years 1 month*

1. Providing high quality customer support: advising on working with software (M.e.doc) and electronic signatures, economic, financial and accounting reporting, installation and configuration of software.

2. Analyzing and resolving software errors.

3. Daily reporting.

Skills: Technical Support

## **Desired industry**

- Non-profit / Volunteering

## **Education: Higher**

### **The Academy of Management and Information Technology "ARIU" (Ukraine)**

*Graduated in: 2005*

Faculty: Management

Speciality: Manager-economist

## **Courses, trainings**

### **Bookkeeping course**

*Graduated in 2018*

Organizer: Insula speranțelor

### **Romanian language**

*Graduated in 2018*

Organizer: Casa limbii române