



♂ Masculin

📍 Chișinău

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# MANAGER+TRANSLATOR ; GENERAL MANAGER ASSISTANT

## Despre mine

- ABSOLUTELY FLUENT IN ENGLISH AND RUSSIAN!
- TWO YEARS OF PROFESSIONAL EXPERIENCE AS A CUSTOMER SERVICE REPRESENTATIVE IN HOTEL/HOSPITALITY BUSINESS IN THE U.S.A!
- OUTSTANDING INTERNATIONAL TRAVEL EXPERIENCE!
- A DEGREE IN MANAGEMENT! A DEGREE IN ACCOUNTING/AUDIT!
- QUICK-LEARNER!
- TEAM-PLAYER!
- EXCELLENT COMPUTER SKILLS!

OBJECTIVE: Responsible career position that offers opportunity for advancement based on demonstrated performance.

DATE OF BIRTH: August 3, 1984.

PLACE OF BIRTH/RESIDENCE: Chisinau, Moldova

EDUCATION/QUALIFICATIONS:

- 2002-2006 Slavic University, Chisinau, Moldova
  - Bachelor's degree /Diploma type: Diploma de Licenta, SPECIALTY №1 "Management";
  - Bachelor's degree /Diploma type: Diploma de Licenta, SPECIALTY №2 "Accounting and audit";
- 1999-2002 Lyceum Svetoch, Chisinau, Moldova

Baccalaureate Degree

WORK EXPERIENCE:

- October 2006-May 2008, customer service representative (checking in customers, sales/marketing reservations, balancing accounts, guest services, training new front desk agents), Choice hotels/Kalyan Hospitality, Virginia, U.S.A.

FOREIGN LANGUAGE ABILITIES: fluent in English and Russian, can speak some German and Romanian

COMPUTER SKILLS: MS Office, Internet, Profit Manager; various other office machinery.

DRIVER'S LICENSE: Category B, Date of issue September 2004

CERTIFICATIONS/SKILLS/TRAINING:

- Computer Course, Date of issue July 1998
- School of Image and Good Manners, training "Communication Psychology", "Etiquette", "Actor's skills" etc., Date of issue May 1999
- English Language/Two-year program, Date of issue May 1999

- English Language/Three-year program, Date of issue May 2000
- Business English Language, Date of issue June 2001
- Conversational English School, Date of issue March 2005, 2006
- German Language, Date of issue June 2003

#### MEMBERSHIPS:

- Former member of Economic Faculty Council, Slavic University (represented the interests of student youth)
- Former member of Interuniversity Council of Students of Moldova at Government of the Republic of Moldova

#### PUBLICATIONS:

Diordieva A., Bognibova E. Foreign trade: Moldova and Germany. Moldovan-German relations: experience, possibilities, prospects, international conference, Chisinau, 2004: 267-278.

#### CONFERENCE PARTICIPATION:

Foreign trade: Moldova and Germany. Presented at the International Conference on Moldovan-German relations, Chisinau, 2004

The prospects of international economic cooperation: Moldova and Japan. Presented at the International Conference on Moldovan-Japanese relations at Foundation of Moldovan-Japanese relations, Chisinau, 2004

National Workshop "Agriculture, WTO and sustainable development". Chisinau, 2005

Globalization as precondition of macromarketing development. Presented at the IV Annual Conference of the Slavic University, Chisinau, 2005

Chisinau city conference "Ability, Labor, Talent", the 1st award winner (mathematics section), Chisinau, 2001

Number of presentations such as reports at University debating club and others.

#### PERSONAL CHARACTERISTICS/STRENGTHS:

Quick learner; communication skills; responsibility; accuracy in work; organizing abilities (former group leader), team player, problem solving, abilities for adaptation and changes at work.

AWARDS: Full Tuition 4-year Scholarship Award, Slavic University, Chisinau, Moldova, 2002

#### INTERNATIONAL EXPERIENCE AND SKILLS:

- participated in the Career Exploration Program in the U.S.A., October 2006-May 2008
- participated in the Cultural Exchange Student Program in Germany, April 2005
- participated in the Student Exchange Program in England, April 2005-October 2005

RECOMMENDATION LETTERS ARE AVAILABLE UPON YOUR REQUEST