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# HR Specialist, Assistant

## About me

I am a capable person currently studying Business Management, and I have worked as a sales consultant, acquiring the necessary skills for the efficient promotion of companies. I have also volunteered at the Youth Center Iunona in Ștefan Vodă, where I developed organizational skills and provided psychosocial support to young people. Additionally, I was responsible for managing human resources at AIESEC.

## Work experience

### HR internship · MAIB · Chișinău

*November 2024 - April 2025 · 6 months*

-Participated in strategic initiatives aimed at enhancing employee satisfaction and organizational culture.

-Ensured compliance with legal regulations and internal policies in all HR-related activities.

-Managed the documentation and tracking of HR processes, maintaining a high level of organization and precision.

-Worked in a dynamic environment, adapting to new challenges and delivering timely solutions to HR-related matters.

**Skills:** Hr Support

### Sales consultant · Business Travel Support · Chișinău

*December 2023 - April 2024 · 5 months*

-Possessing in-depth product knowledge and the ability to present the product and handle objections;

- Carrying out precise, consistent, and timely follow-up;

-Achieving sales objectives by assessing clients' current needs and following a well-defined sales process with potential buyers.

- GDS knowledge (Sabre)

**Skills:** Sales

👤 21 years  
♀ Female  
📍 Chișinău  
💰 20 000 MDL

in

## TOP Skills

- **Team Working** · 1 year
- **Hr Support** · 6 months
- **Sales** · 5 months

## Preferences

- Part-time
- Flexible
- No schedule
- Full-time
- In-house
- Hybrid
- Remote

## Languages

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

## Skills

- Adaptability
- Empathy
- Attention to Detail
- Problem Solving
- Strategic Thinking

## Driving licence

Category: B

### **HR volunteer** · AIESEC · Chişinău

*April 2022 - April 2023 · 1 year 1 month*

-Recruited new members by identifying and attracting talents compatible with AIESEC values.

-Implemented a motivation system for active members, thus maintaining their long-term engagement and enthusiasm.

-Developed and evaluated members' performance

Skills: Team Working

### **Desired industry**

- Human Resources

### **Education: Incomplete higher**

#### **ASEM**

*Currently studying*

Faculty: Business and Administration

Speciality: Business and Administration