



👤 26 years

♀ Female

📍 Chişinău

## TOP Skills

- **Conflict Resolution** · 3 years
- **Team Working** · 3 years
- **Flexibility and adaptability** · 3 years
- **Data Analysis** · 3 years
- **Communication skills** · 3 years
- **Planning and organization** · 3 years

## Preferences

- Full-time
- In-house

## Languages

- **Romanian** · Elementary
- **Russian** · Native
- **Ukrainian** · Native
- **English** · Communication

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

# Manager

## About me

A responsible manager with over 2 years of leadership experience. Skilled in multitasking, process planning, and documentation management. Fast learner with a strong attention to detail and the ability to structure workflows efficiently.

Led a team to consistently meet performance targets and conducted staff trainings to improve service quality in the humanitarian sector.

Seeking a stable position with clearly defined responsibilities and opportunities for growth within the management field.

## Work experience

**Supervisor (Protection case management)** · Acted · Chişinău

*June 2024 - Present · 1 year 1 month*

Responsibilities:

Planning, Development, and Implementation of Activities:

-Contributed to planning, development, and execution of Protection team activities, including schedules and logistics.

Reporting and Documentation:

- Assisted in creating comprehensive reports in line with Acted's internal procedures and donor guidelines.

- Supported the development of communication materials, ensuring adherence to donor requirements and internal procedures.

Staff Management and Development

- Organized and delivered training sessions on key areas such as the Code of Conduct, CSO training, and Consortium Training.

- Monitored and evaluated staff performance through observations

Skills: Data Analysis, Conflict Resolution, Team Working, Flexibility and adaptability, Communication skills, Analytical skills, Team Management, Planning and organization

**Protection officer** · Acted · Chişinău

*May 2023 - May 2024 · 1 year 1 month*

Responsibilities:

Referral Management:

- Assessed and referred beneficiaries to appropriate services, ensuring the services were relevant and accessible.

Documentation and Reporting:

- Accurately filled out required project forms in a timely manner according to project specifications.

Communication and Collaboration:

- Maintained consistent contact with beneficiaries to implement planned actions and achieve project goals.

Team Coordination and Support:

- Coordinated the compilation and monitoring of the team schedule, ensuring efficient planning and resource allocation.

Skills: Data Analysis, Conflict Resolution, Team Management, Analytical skills, Communication skills, Flexibility and adaptability, Planning and organization, Team Working

## **Document manager in the customs brokerage department** · Mitridat · Odessa

*September 2021 - August 2022 · 12 months*

Responsibilities:

- Control of terms of cargo delivery to the POD.
- Preparation of documentation for customs clearance of goods from the USA, Korea, China.
- Preparation and control of the necessary shipping and transport documentation according to incoterms.
- Working in ERP systems, (1C, Bitrix) preparation of invoices, setting tasks, monitoring the execution of tasks.

Skills: Team Working, Flexibility and adaptability, Data Analysis, Conflict Resolution, Planning and organization

## **Customer service manager in a logistics company** · Mitridat · Odessa

*September 2020 - August 2021 · 12 months*

Responsibilities:

- Organization and conduct of business correspondence in Ukrainian, Russian, and English.
- Negotiation with clients, establishing communication with problematic clients, visual presentation of information.
- Working in ERP systems, (1C, Bitrix) preparation of invoices, setting tasks, monitoring the execution of tasks.

Skills: Flexibility and adaptability, Team Working, Communication Skills, Conflict Resolution

## **Desired industries**

- Logistics / Transport
- Management
- Top Management

## **Education: Higher**

### **Odessa National Polytechnic University. Ukraine**

*Graduated in: 2022*

Faculty: Economic

Speciality: Business, trade and exchange activities.

### **Bogdan Khmelnytsky Melitopol State Pedagogical University**

*Graduated in: 2020*

Faculty: Philological

Speciality: Philology. Germanic languages and literatures (including translation), primary - English