



- 👤 42 years
- 👤 Female
- 👤 Chișinău

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

Contact details are available for a fee.
Details here:
<https://www.rabota.md/ro/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 · Chișinău

September 2020 - Present · 5 years 3 months

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 · Chișinău

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