

Studying Law taught me the importance of guidelines, rules, discipline, ethics, as well as mastering words and data accuracy in contracts or correspondence of any kind. My experience in Human Resources has perfected the way I interact and understand various personalities from different backgrounds and the importance of really listening to a client's needs to create a customised service. My experience in the Web Development Industry perfected the way I am approaching tech projects, including improving the end-user experience of websites and applications' functionality.

WORK EXPERIENCE

MANAGING CONSULTANT - WEB DEVELOPMENT PROJECT

INTERNATIONAL MANPOWER SOLUTIONS - WEBSITE - INTERNATIONAL MAY 2018 TO PRESENT

- Website development and management of translation and localization efforts
- Website functionalities testing
- documenting faulty tasks in the internal developer's task planner
- developing new ideas of functionalities for user friendly experience
- develop web forms and form handlers to support marketing automation processes • Assisting with integrated campaigns, including deployment
- Collaborate with marketing teams on content production, delivery and maintenance • Work with Digital Experience Manager to ensure brand guidelines are being met
- Interpret website user data to improve the buyer journey
- Report and provide analysis on website and campaigns
- Observe and improve SEO performance
- Creating, updating internal and external policies
- Partner with marketing agents and coordinate them through internal CRM

PROPERTY ADMINISTRATOR – VACATION RENTALS

CALGARY SKYLINE 07/2019 – 2021

- Managing reservations
- Responding to inquiries and calls as a virtual assistant.
- Conducting satisfaction follow-ups with our guests to ensure we achieve and exceed advertised standards
- Managing financial income and spending to maximize profit margins
- Analyzing market trend to optimise rental income and occupancy

MANAGING DIRECTOR – LEGAL DEPARTMENT & HUMAN RESOURCES

GATEWAY TRADING RECRUITMENT AND CREWING

10/2009 – 01/2018

- Supervised a team of six office employees
- Management of day-to-day operations
- Handled opening and closing of office
- Managed marketing, advertising, revenue planning, and customer relations
- Representing the company in relationship with existing and prospect clients
- Organize and conduct meetings to establish team goals
- Developing internal recruitment policies and client management style
- Maintain great communication with clients in order to address inquires
- Draft, negotiated and represented the company in new contract signing
- Generated revenue reports
- Met revenue goals by establishing new contracts and business avenues
- Responsible for hiring recruits
- Prepared staff schedules

OFFICE ASSISTANT

NORTH STAR SHIPPING

08/2006 – 07/2007

- Handling incoming calls and other communications.
- Managing filing system and recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory and maintaining office equipment as required.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases

EDUCATION

BACHELOR OF MEDICINE – GENERAL MEDICINE IN ENGLISH LANGUAGE

OVIDIUS UNIVERSITY - CONSTANTA

2022 – PRESENT

POST UNIVERSITY STUDIES – CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

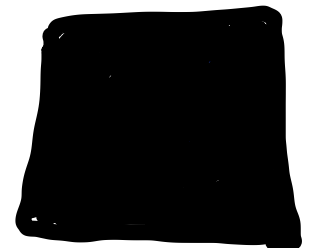
BOW VALLEY COLLEGE - CALGARY

2019 - PRESENT

BACHELOR OF LAW AND PUBLIC ADMINISTRATION

SPIRU HARET UNIVERSITY OF BUCHAREST

2006-2010



BACCALAUREATE DIPLOMA IN SOCIAL STUDIES
MIHAI EMINESCU NATIONAL COLLEGE
2002-2006

CERTIFICATES AND COURSES

- ❖ Nursing Techniques – Baylor Foundation
- ❖ Integrative Health and Medicine Specilization (University of Minnesota)
- ❖ Biohacking your brain’s health – Emory University
- ❖ Stanford Introduction to Food and Health – Stanford University
- ❖ Chinese Medicine – Chinese University of Hong Kong
- ❖ Personalised Medicine from a Nordic Perspective – University of Copenhagen/ Univ of Iceland
- ❖ Mindfulness in Integrative Healthcare – University of Minessota
- ❖ Guided Imagery – Univ. of Minessota
- ❖ Weight management – Emory University
- ❖ AARA – Customer Service – 2019
- ❖ Alberta Registry Agent Courses 2019 – 12 Courses
- ❖ Insurance Training - 2007
- ❖ Human Resources Management – 2019
- ❖ Organizational Development – 2020
- ❖ Talent Acquisition – 2020
- ❖ Strategic Compensation – 2020
- ❖ International Qualifications Assessment Alberta Certificate – Equivalence of foreign studies
- ❖ International English Language Test Assessment – British Council – 7.0 – CLB - 9.0
- ❖ Test d'Evaluation du français adapté pour le Québec – B2 –C1

ASSESSMENTS

- ❖ IBM – Outlook – Score – 90% compared to Global average 67%
- ❖ IBM – PowerPoint – Score – 90% compared to Global average 73%
- ❖ IBM – Microsoft Excel – 93% compared to Global average 70%
- ❖ IBM – Microsoft Word – Power User 84% compared to Global Average 64%
- ❖ IBM - Data entry 96% accuracy timed
- ❖ Randstad – Admin Job – Health and Safety – 100%
- ❖ Randstad – Corvid Certificate
- ❖ INDEED – Data entry – Expert
- ❖ INDEED – Workplace English – Expert
- ❖ INDEED – SUPERVISORY SKILLS – PROFICIENT
- ❖ INDEED – CRITICAL THINKING SKILLS – PROFICIENT
- ❖ INDEED – PROBLEM -SOLVING – HIGHLY PROFICIENT
- ❖ INDEED – EARCH ENGINE OPTIMIZATION – FAMILIAR
- ❖ Fievrr – Customer Service – 9.2/10 – Top 10%
- ❖ Fievrr – English Test – 9.5/10 – Top 10%
- ❖ Fievrr – Content Writing – 7.2/10 – Top 1



VOLUNTEERING

- ❖ RED CROSS ROMANIA – Several charitable actions - partnership with Doctors of the World
- ❖ TBC eradication
- ❖ ROTARY CLUB - Several Charitable actions
- ❖ ASMTC
- ❖ YEAR LEADER – C SERIES – 2022 – PRESENT – Faculty of Medicine

LANGUAGES

- ❖ ENGLISH – FLUENT
- ❖ ROMANIAN – FLUENT
- ❖ FRENCH – BEGINNER
- ❖ SPANISH – BEGINNER

SKILLS AND SOFTWARE

- ❖ MS OFFICE
- ❖ GOOGLE SUITE
- ❖ CRM CUSTOM
- ❖ WEB DESIGN
- ❖ WORDPRESS
- ❖ ETHICS
- ❖ TECHNICAL SKILLS
- ❖ MULTI TASKING
- ❖ EMPHATIC SKILLS

