



👤 30 лет
 ♀ Женский
 📍 Кишинев
 💰 16 000 MDL

ТОП Навыки

- **Управление Проектами** · 3 года
- **Сrm** · 1 год
- **Работа в Команде** · 1 год
- **Разработка сайтов** · 1 год

Пожелания

- Полный день
- Частичная занятость
- По сменному графику
- Свободный график
- Гибкий график
- На территории работодателя
- Гибрид (Дом/Офис)
- Удалённо

Языки

- **Румынский** · Не знаю
- **Русский** · Родной
- **Английский** · Разговорный
- **Украинский** · Родной

Навыки

- Управление Командой
- Управление Проектами

Контактные данные предоставляются за дополнительную плату. Подробности здесь: <https://www.rabota.md/ro/prices/cv>

HR manager

Обо мне

Я имею разносторонний опыт: в управлении проектами, продажах и социальной сфере. Мой путь от ассистента маркетолога до руководителя отдела продаж, а затем переход в гуманитарную сферу демонстрирует мою способность быстро адаптироваться к новым задачам и постоянно развиваться.

Опыт работы

Web developer · Freelance · Кишинев

Январь 2024 - Настоящее время · 1 год 1 месяц

oper

05.01.2024-currently

Create and set up no-code websites on various platforms.

Develop user interfaces with a focus on UX/UI design.

Integrate forms, payment systems, and third-party services using plugins and widgets.

Optimize websites for SEO to improve search engine rankings.

Ensure website responsiveness across different devices and browsers.

Populate content (text, images, videos) to ensure visual appeal and functionality.

Collaborate with clients to create websites tailored to their business needs, including

landing pages and corporate websites.

Навыки: Разработка сайтов

Project Manager · Acted · Кишинев

Сентябрь 2023 - Декабрь 2024 · 1 год 3 месяца

short time contract per project

Support RAC Manager for each RAC in developing the governance mechanism. Monitor

the effectiveness of the governance mechanism in the RAC through assessments.

Engage with stakeholders like the residents, community leaders, humanitarian

organizations to ensure that they participate in the decision-

Водительское удостоверение

Категория: В

making process.

Monitor the effectiveness of the governance mechanism in the RAC through constant

feedback to the Project Manager.

Support Project Manager in the preparation of progress and reports, ensuring the quality

and accuracy of technical information related to activities.

Identify referrals to be made and report them: education/legal/medical/child protection

Introduction of a Project to Identify a Refugee Representative. The goal is to find a perso

among the refugees who will represent the interests of all and engage directly with ACTE

representatives to address urgent issues.

Навыки: Управление Проектами, Работа в Команде

Head of Case workers · Ncum · Кишинев

Январь 2023 - Июль 2023 · 6 месяцев

CNUM

Introduction of the Employment Project for Beneficiaries (communication with employers,

job vacancy selection, assistance with CV writing)

Introduction of the Grant Program for Women Entrepreneurs (communication with donors,

conducting interviews, and gathering necessary documents)

Support in Organizing Events (job fairs, hosting consuls, communication with donors,

organizing Ukrainian Days in Moldova)

Introduction of the Legalization Project (in collaboration with a lawyer) (legal consultations,

application submissions)

Organization of the Department Workflow and Task Distribution. (creating a work plan and

preparing monthly reports)

Organization and Conducting Outreach Sessions for Beneficiaries Across Moldova in

Collaboration with Donors.

Навыки: Работа в Команде

Head of Sales Department · Law and real estate group · Кишинев

Декабрь 2020 - Сентябрь 2022 · 1 год 10 месяцев

Recruitment, training, and management of agents and staff at the agency. Assisting H

in conducting interviews with candidates for the sales team and adapting ne

employees. Development and implementation of business strategies to increase sale

and improve services. Participation in the analysis of the

effectiveness of advertising campaign strategies. Establishing and maintaining relationships with clients, addressing their inquiries and concerns. Development of marketing campaigns to promote real estate properties and agency services, organizing training sessions and briefings for the sales department. Negotiating cooperation with developers and discussing terms including securing advantageous conditions for clients. Ensuring a comfortable working environment for employees and maintaining a client database (CRM and Excel). Preparing reports for management on the performance of the sales department and the results achieved.

Навыки: Crm, Управление Проектами

Желаемая отрасль

- Топ-менеджмент

Образование: Высшее