



👤 41 years
 ♀ Female
 📍 Chişinău

TOP Skills

- **Communication Skills** · 13 years
- **Productivity and Organization** · 13 years
- **Attenti** · 13 years
- **Time Management** · 13 years
- **Ability to Solve Problems Efficiently** · 13 years
- **People Management** · 13 years

Languages

- **Romanian** · Native
- **Russian** · Fluent
- **English** · Fluent
- **French** · Medium
- **Spanish** · Elementary

Skills

- Interpersonal Skills
- Hard Work and Dedication
- Prioritization of Requirements
- Training Activities
- Time Management
- Communication Skills
- Leadership
- Team Management

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

Project Associate, Team Leader, HR

About me

Ability to organize own work.

Ability to prioritize work assignments, organize own schedule, perform routine work independently, meet deadlines and adapt to multitasks.

Customer service experience in order to provide prompt and efficient responses to experts.

Accuracy and detail oriented.

Ability to search various information and compile reports.

Proven leadership skills. Ability to inspire and lead high-performance teams, focusing on high quality work and productivity.

Good communication skills.

Organized, punctual, reliable, sociable, hard-working, able to meet deadlines.

Computer literacy: proficient in Microsoft Office™ tools, MS Excel / Microsoft SharePoint.

Work experience

Team Leader : Data Management Department · DevelopmentAid

August 2011 - November 2024 · 13 years 4 months

DevelopmentAid - one of the top 2 world's biggest information providers in the international development sector.

Responsibilities:

Managed a team of 8-10 people, providing daily guidance and support to ensure smooth operations and objectives achievement.

Responsible for overseeing the entire trial period and training of the new team members, including administering tests at the end of the trial period to assess their performance and readiness. Led team training on posting rules for Experts' CVs and jobs advertisement on the Devaid platform.

Set clear KPIs to track daily progress, monitor the team's agenda, and ensure alignment with short-term and long-term goals. Regularly monitored and evaluated the team's work quality.

Conducted regular performance evaluations and provided constructive feedback to improve team productivity and quality

Driving licence

Category: B

With personal auto

of work.

Coordinated the replacement of team members, recommended bonuses for top performers, and assigned daily tasks through the task management tool to ensure efficient workflow.

Worked with a wide range of information from multiple development sectors, including CVs and job listings, to ensure accurate data entry and platform updates.

Analyzed existing job sources, monitoring their posting frequency, and proactively identified new potential sources, ensuring daily monitoring and updates for optimal team performance.

Developed, maintained, and enforced posting rules on the company's platform to optimize information accuracy and consistency.

Assisted and coordinated interviews in collaboration with the department director.

Contributed to the development of AI-powered job and CV parsers, including a complex parser for mapping experts' CV data into the database.

Achievements:

Led the most stable and high-performing team within the department.

Contributed to the development of the database and increasing number of posted jobs from 3000 to 8000 jobs.

Played a key role in the development of 14 AI-powered parsers.

Skills: Time Management, Communication Skills, Emotional Intelligence, Conflict Management, Teamwork Skills, Stress Management, People Management, Ability to Solve Problems Efficiently, Productivity and Organization, Attenti

Manager Assistant, Information Laboratory · Mecagro

September 2007 - August 2008 · 12 months

Assigned various office management tasks, including overseeing computerized processing and translating the book 'Tehnologii si Mijloace Tehnice Pentru Agricultura' into English."

Travel arrangement. Correspondence.

Skills: Team Working, Translation, Agricultural Machinery, Editing, Office Management

Director Assistant · Universal Drip Irrigation Manufacturing

August 2006 - August 2007 · 1 year 1 month

Handled translations and provided administrative support to the director for various tasks.

Gained experience with cash machines, Z-reports, and the issuance of transportation invoices.

Managed the sales of irrigation products, ensuring customer satisfaction and efficient order processing.

Arranged travel logistics.

Skills: Logistics Support, Translation, Office Management, Customer Support

Personal Assistant · Dr. Chris O'Brien Office

August 2006 - March 2007 · 7 months

Remote work.

Coordinated and got in contact with various health centers from USA to schedule appointments for Dr. O'Brien, ensuring effective communication and efficient calls and schedule planning.

Skills: Organization skills, Communication Skills, Customer Service, Punctuality, Professional Responsibility

Desired industries

- Management
- Human Resources

Education: Higher

ULIM

Graduated in: 2006

Faculty: Limbi Moderne

Speciality: Traducător: Limbi Moderne și Clasice

Courses, trainings

Simplified Project Management

Graduated in 2024

Organizer: LinkedIn Learning