

---

## PROFESSIONAL SUMMARY

An ambitious, results-oriented young professional with a keen interest in the human resources, especially involving projects and companies where I can help people to find their own place professionally. Currently studying for a Master's degree entitled "School and Career Counseling" and doing a full time job as a front desk receptions and office assistant.

---

## CORE QUALIFICATIONS

- Driving licence: B
- Microsoft Office Suite
- Good communication
- Leading
- Organizer
- Multitasking
- Good collaboration with the colleagues
- Travel administration
- Meeting planning
- Inter-office communications
- Assessment scheduling
- Social media knowledge
- Energy and positivity
- Prioritisation and time management
- Human Resources Management (HRM)

---

## EXPERIENCE

January 2023 - Current

**Office Assistant BDR Associates** | Bucharest, Romania

- I had the opportunity to develop skills like good communication, organizational skills, time management by prioritizing the important tasks to do in a day, working as a team by organizing events for our company clients, good ability in solving problems fast by involving the entire team to find solutions. I'm responsible for creating a comfortable environment for the meetings, also I do the monitoring reports and researches for clients. At this job I'm involved in monitoring the press release & articles about the client's products and brand. It's a job where multitasking is a must in day-to-day activities.

November 2021 - January 2022

**SECRETARY AT THE ROYAL PALACE, ROYAL PALACE** | Bucharest

- I had the opportunity to meet key people, to participate and be part of the team organizing the events which took place at the palace
- I worked efficiently and equally as part of the team, as well as taking the lead of my own initiatives, fulfilling the given tasks with great implementation and responsibility.

---

## EDUCATION

2024

**Master's degree** | School & Career Counseling  
University of Bucharest, Bucharest

In the field that I'm currently studying I need to perform all the steps for becoming a good advisor and the key abilities in this field are the training and development skills, empathic skills, technical skills and also confidentiality is required. I chose this master for improving my abilities to learn to be there for the people, to support them and also to create a good way to self-develop. I personally develop myself a lot through the things I learned.

Jun 2022

**Degree**

University of Bucharest, Bucharest

Faculty of Foreign Languages, Portuguese and German Languages

Jun 2019

**High school** | Philology and Theology

Emanuel College, Bucharest

---

## INTERESTS

Traveling, Sports, Music

---

## LANGUAGES

Native Romanian  
English  
Portuguese  
German