
Administrative Assistant - Asolo Ro

About me

Young professional with a bachelor degree in Media Production (First Class Honours) and four years experience in an office environment. Specialised in administrative work, customer care, creating content and managing online presence for various organisations. Seeking a career with growth potential where I can be of value with my academic and working abilities.

Professional experience

Experience by departments

Sales: **2 years and 1 month**
Marketing: **10 months**
Administrative / Logistics: **1 year**
Journalism / Editorial: **11 months**

Mar 2022 - present

1 year and 1 month

Administrative Assistant - Asolo Ro

Sibiu | Administrative / Logistics | Manufacturing

In charge of maintaining the functionality of the office, drafting paperwork and reports, proofing and filing documents.

Offering support with logistics, purchasing materials and supplies, scheduling deliveries.

Answering phone calls and emails, booking travel arrangements for executive staff.

Acquired skills and knowledge:

Internet, Communication, microsoft word excel, Team work, microsoft outlook, organizational

Nov 2019 - Nov 2021

2 years and 1 month

Customer Care Specialist / Marketing Assistant - The Raw Honey Shop

ABROAD | Sales | Commerce / Retail

Responsible for online and phone orders, customer care, replacements or refunds for damaged goods.

Ensuring good communication between office and warehouse, implementing new packaging and delivery systems, doing stock counts.

Creating promotional material for the website, social media and blog. Product photography and copy writing.

Facebook, Instagram and Google marketing and ads.

Acquired skills and knowledge:

Adobe Photoshop, Social Media, Marketing online, Google Analytics, Google Adwords, SEO, Email Marketing, Facebook Ads, newsletters, Social Media Marketing, facebook pages, facebook advertising

Feb 2019 - Nov 2019

10 months

Manager Social Media - Brighton and Hove City Council

ABROAD | Marketing | Administrative / Public Sector

Collaborating with a group of creatives, civilians and local government employees to create a social media platform to combat hate speech, prejudice and to bring Brighton's communities together.

Acquired skills and knowledge:

Adobe Photoshop, Social Media, Copywriting, Content Writing, Instagram, Social Media Marketing, Community Building

Aug 2018 - Jun 2019

11 months

Online Editor - The Badger Newspaper

ABROAD | Journalism / Editorial | Media / Internet

Helping editors and writers upload articles online, monitoring newspaper website, working with the IT department to customise the website.

Writing articles, event photography and Social Media.

Acquired skills and knowledge:

Adobe Photoshop, Social Media, Wordpress, editare articole, Text editing, article writing, Creative writing, journalism, redactarea articolelor jurnalistice

Education

2016 - 2019

Bachelor's degree - University of Sussex

Bachelor of Arts - Media Production | Brighton

2012 - 2016

High School / Vocational school - Colegiul National "Andrei Saguna"

Baccalaureate Diploma - Social Sciences | Brasov

Skills

General skills

Microsoft Office, Adobe, figma, sketch, shopify, CSS, HTML, video editing, Communication, Copywriting, Customer service, Diplomacy, Fast learner, Flexibility, mediation, Multitasking, proactive, Public speaking, Research, Social Media, Teamwork, Troubleshooting

Skills from work experience

Internet, Communication, microsoft word excel, Team work, microsoft outlook, organizational, Adobe Photoshop, Social Media, Marketing online, Google Analytics, Google Adwords, SEO, Email Marketing, Facebook Ads, newsletters, Social Media Marketing, facebook pages, facebook advertising, Copywriting, Content Writing, Instagram, Community Building, Wordpress, editare articole, Text editing, article writing, Creative writing, journalism, redactarea articolelor jurnalistice

Foreign languages

Romanian - Advanced, English - Advanced, French - Beginner

Other info

Certifications

Superhi - Intro to User Experience Design

acquired on Jan 2023

Code First: Girls - HTML, CSS & Web Development Course

acquired on May 2018

Desired job

Job type

Full time, Part time, Internship /
Volunteering

Career level

Entry-Level (< 2 years), Mid-Level
(2-5 years), No experience

Desired salary

Unspecified

Desired city

Brasov

Desired job's department

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Desired industry

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