



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

## Anything regards to English language

### Despre mine

interests: coin collection, AR rifles, music, writing, books

sports: judo, weight lifting

Customer service oriented skills - Ability to deal with irate customers using excellent interpersonal-communication skills.

-Understand new concepts easily- Quick learner.

-Computer literate.

-Ability to handle stress.

-Reliable.

Computer Skills:

Proficient in MS-Office and Internet Applications, MySQL, Power Point.

### Experiența profesională

**Front Desk Agent** · Howard Johnson 8216 Harborside Dr, Galveston, TX 77554, United States · Galveston, Texas

*August 2012 - Octombrie 2013 · 1 an 2 luni*

- Highly skilled in greeting visitors and directing them to the right person or section
- In-depth knowledge of managing the guests book and issuing security passes
- Hands-on experience in giving information and answer questions
- Proven record of answering calls and taking messages
- Demonstrated ability to deal with phone and email enquiries
- .Able to keep an organized reception area
- Comprehensive knowledge of organizing reading material in the waiting area

**Teacher-Educator** · Kindergarten N1"Albinuta"

*Ianuarie 2010 - August 2011 · 1 an 8 luni*

- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.

- Observe and evaluate children's performance, behavior, social

👤 38 ani  
♀ Feminin  
📍 Chișinău  
💰 4 500 MDL



### Preferințe

- Part-time

### Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Italiană** · Mediu
- **Engleză** · Fluent

### Permis de conducere

Categoria: B

development, and physical health.

- Read books to entire classes or to small groups.
- Demonstrate activities to children.
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.
- Prepare children for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- Organize and lead activities designed to promote physical, mental, and social development such as games, arts and crafts, music, and storytelling.
- Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of kindergarten programs.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- Involve parent volunteers and older students in children's activities, to facilitate involvement in focused, complex play.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.

## **Real Estate Agent · Orange house Inc**

*August 2008 - Decembrie 2009 · 1 an 4 luni*

### Responsibilities

- Assist clients with property sales and development
- Hold open house inspections, instructing clients on best practices for selling success and liaising between renters/owners and prospective buyers for property inspections
- Preparation of legal documents including listings and sales contracts
- Provide legal, economic and market advice to prospective clients
- Liaise with lenders, home inspectors and pest controllers prior to contract negotiations
- Ensuring terms and conditions of agreements are met
- Maintaining and liaising with clients, building relationships with clients to encourage returning business
- Coordinate property closings and overseeing document signing
- Analyse market trends to determine competitive market prices

Achievements:

- Increased sales revenue for the 2008-2009 financial year
- Was a part of the team managing the Orange Construction Inc. estate, which sold 50% more than estimated market value.

### **Telephone Operator · Moldtelecom**

*Iunie 2007 - August 2007 · 3 luni*

- Answered telephone calls promptly
- Greeted callers with a positive and clear voice
- Carried out duties as a telephone operator
- Assisted customers with their queries and problems by phone /email
- Established and maintain contacts with new and existing customers as per direction of the supervisor
- Forwarded important and serious matters to the seniors
- Transferred urgent calls to the required departments quickly and accurately
- Entered and updated new customer details in the customer relationship management software according to administrative guidelines
- Achieved set targets of the firm by stipulated deadline

### **Addressograph Operator · Posta Moldovei**

*Martie 2006 - August 2007 · 1 an 6 luni*

Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.

- Seal or open envelopes, by hand or by using machines.
- Fold letters or circulars and insert them in envelopes.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- Affix postage to packages or letters by hand, or stamp materials, using postage meters.

Clear jams in sortation equipment.

- Lift and unload containers of mail or parcels onto equipment for transportation to sortation stations..
- Sort and route incoming mail, and collect outgoing mail, using carts as necessary.
- Determine manner in which mail is to be sent, and prepare it for delivery to mailing facilities.- Weigh packages or letters to determine postage needed, using weighing scales and rate charts.
- Remove containers of sorted mail/parcels, and transfer them to designated areas according to established procedures.
- Read production orders to determine types and sizes of items scheduled for printing and mailing.
- Contact delivery or courier services to arrange delivery of letters and parcels.

- Accept and check containers of mail or parcels from large volume mailers, couriers, and contractors.
- Answer inquiries regarding shipping or mailing policies.
- Stamp dates and times of receipt of incoming mail.
- Operate computer-controlled keyboards or voice recognition equipment in order to direct items according to established routing schemes.
- Use equipment such as forklifts and automated "trains" to move containers of mail.
- Sell mail products, and accept payment for products and mailing charges.
- Operate embossing machines or typewriters to make corrections, additions, and changes to address plates.

## **Studii: Superioare incomplete**

### **Perspectiva Int**

*Studiez la moment*

Facultatea: Turism

Specialitatea: Turism servicii hoteliere

## **Cursuri, training-uri**

### **Kaplan University**

*Absolvit în 2013*

Organizator: Criminology