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# Project Manager, Content Manager, Technical Writer

## Despre mine

Problem-solving oriented specialist in marketing.  
Faculty of Foreign  
Languages and Applied Linguistics

## Experiența profesională

**Content Manager (Team Lead)** · Avantaj Prim · Chișinău

*Iunie 2023 - Prezent · 1 an 6 luni*

1. Led marketing sports projects, including stakeholder meetings and project planning, with a 25% increase in client registrations.
2. Managed project flow from concept to development for 20+ events (Ascot, Goodwood, Premier League, F1) coordinating marketing campaigns and assets.
3. Trained employees, improved team performance and project execution efficiency.
4. Developed and managed newsletters focused on major sports events and exclusive offers for a wide audience of clients, driving engagement and increasing visibility of promotions.

Competențe: Management de Proiect

**Information System Analyst** · MUUME · Chișinău

*August 2016 - Iunie 2020 · 3 ani 11 luni*

1. Improved user guides and documentation, significantly enhancing the user experience and streamlining processes.
2. Increased shopping conversion rates by 25% through the development of interactive guides that addressed customer needs and improved product usage.
3. Delivered weekly reports and business updates to leadership, facilitating informed decision-making and driving strategic initiatives.

👤 33 ani  
♀ Feminin  
📍 Chișinău  
💰 50 000 MDL

## TOP Competențe

- **Management de Proiect** · 1 an

## Preferințe

- Full-time
- În locația angajatorului
- Hibrid (Oficiu/Acasă)

## Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent

## Permis de conducere

Categoria: B

## **Technical Writer** · Katoen Natie · Chişinău

*Noiembrie 2013 - Iunie 2016 · 2 ani 8 luni*

- Cut the size of outdated reference guides by removing duplicate information, editing content for relevancy.
- Completely rewrote 5+ logistics guides, created templates and layouts for structuring documentation.
- Managed document repositories using SharePoint and Wiki tools, reduced search time of documents by 60%, increased team productivity.
- Created interactive tutorials in Adobe Captivate for end-users, reduced documentation and saved 35% of budget.

## **Domeniul dorit**

- Marketing / Publicitate / PR

## **Studii: Superioare**

### **USM**

*Absolvit în: 2015*

Facultatea: Faculty of Foreign Languages and Applied Linguistics

Specialitatea: Applied Linguistics

## **Cursuri, training-uri**

### **Digital Marketing Certificate Course**

*Absolvit în 2022*

Organizator: Online Event