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# Secretary, Personal Assistant, Executive Assistant

## About me

I am able to express my thoughts both in writing and verbally, using the highest level grammar structures, appropriate vocabulary. I am an exceptional speaker and listener as well.

I am respectful and kind and I am always ready to help my mates. I am a person who never gives up encountering difficulties or serious problems. I can find easily the solving of a problem because I am a persistent person.

## Work experience

### Freelance Translator · Freelance

*April 2016 - August 2024 · 8 years 5 months*

- translate a variety of material, from Romanian to English and vice - versa;
- respect the deadlines;
- translation services for foreign tourists.

Skills: Communication skills, Organizational skills

## Desired industries

- Office / Secretarial
- Translation / Publishing

## Education: Higher

### “Ion Creanga” State Pedagogical University

*Graduated in: 2016*

Faculty: Foreign Languages

Speciality: Translation and interpretation (English language)

### “Ion Creanga” State Pedagogical University

*Graduated in: 2012*

Faculty: Philology

👤 36 years

♂ Male

📍 Chişinău

💰 9 000 MDL



## TOP Skills

- **Organizational skills** · 8 years
- **Communication skills** · 8 years

## Preferences

- Full-time
- In-house

## Languages

- **Romanian** · Native
- **Russian** · Communication
- **English** · Fluent

## Skills

- Team - leading skills
- Organizational skills
- Team - player skills
- Communication Skills

Speciality: Romanian Language

**"Professional Lyceum No. 1"**

*Graduated in: 2007*

Speciality: Cashier, vendor

**Courses, trainings**

**"Secretary - Translator (English)"**

*Graduated in 2011*

Organizer: "Complex Consulting" SRL

**"Consecutive and written translation"**

*Graduated in 2017*

Organizer: "Ministry of Justice Republic of Moldova"