



Mihaela Ctitor

Date of birth: 08/12/1995 | **Gender:** Female | **Phone number:**

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Address: G.Vieru boulevard, 2005, Chisinau, Moldova (Home)

WORK EXPERIENCE

2019 – 2020 Budapest, Hungary

RESEARCH AND DEVELOPMENT DEPARTMENT INTERN EGIS

-Documentation processing

01/10/2016 – 31/05/2017 Chişinău, Moldova

OFFICE MANAGER PRIVATE AND PUBLIC LAW DEPARTMENT, IRIM (INSTITUTE OF INTERNATIONAL RELATIONS OF MOLDOVA)

- Answering telephone calls.
- Maintaining diaries and registers.
- Arranging appointments.
- Taking messages.
- Typing and word processing.
- Organising and servicing meetings .
- Managing databases.
- Handling correspondence.

05/2016 – 11/2016 Old Orhei, Moldova

TRAVEL GUIDE OLD ORHEI ARCHAEOLOGICAL MUSEUM

07/2016 – 09/2016 Chişinău, Moldova

ACCOUNTS EXECUTIVE INDIGO OGILVY

- Meeting and liaising with clients to discuss and identify their advertising requirements.
- Working with agency colleagues to devise an advertising campaign that meets the client's brief and budget.
- Ensuring that communication flows effectively.
- Negotiating with clients and agency staff about the details of campaigns.
- Presenting creative work to clients for approval or modification.
- Handling budgets, managing campaign costs and invoicing clients.
- Monitoring the effectiveness of campaigns.
- Arranging and attending meetings.

02/2016 – 06/2016 Old Orhei, Moldova

ADVERTISING AND PUBLIC RELATIONS DEPARTMENT MANAGER ECO RESORT BUTUCENI

- Manage hotel's official web site and social network accounts.
- Representing the hotel on official meetings and exhibitions.
- Working with advertising agencies.
- Meet foreign guests and take care of them during all period of their leisure.
- Translate official letters from English, Russian and German, and give an answer.
- Involving the hotel in funding projects and managing them.

10/2015 – 12/2015 Chişinău, Moldova

COPYWRITER SMAD SHOP

- Write descriptive texts for products placed on the site.
- Translate text in Romanian and Russian languages from English.

Website www.smadshop.md

2020 – CURRENT Chisinau, Moldova

OWNER CONSULT DIRECT PLUS LLC

Website <https://www.cdp-translationbureau.md/>

● **EDUCATION AND TRAINING**

2023 – CURRENT Budapest, Hungary

AMBASSADOR OF MOLDOVAN STUDENTS IN HUNGARY

Website https://dosz.hu/hir/dosz_ambassadors_2023_2024

2023 – CURRENT Gödöllő, Hungary

PHD IN ECONOMIC AND REGIONAL SCIENCES MATE

Website <https://it.uni-mate.hu/>

2020 – 2022 Chisinau, Moldova

MSC MULTILINGUAL DOCUMENTATION AND TRANSLATION ULM

Website <https://ulim.md/facultati/>

2018 – 2020 Budapest, Hungary

MSC LEADERSHIP AND MANAGEMENT Szent Istvan

Website <https://it.uni-mate.hu/>

01/09/2017 – 05/2018 Gödöllő, Hungary

PREPARATORY COURSE IN HUNGARIAN Szent István university

2014 – 2017 Chişinău, Moldova

BACHELOR. MONDIAL ECONOMY AND INTERNATIONAL ECONOMIC RELATIONS, TOURISM SPECIALIZATION IRIM (Institute of International Relations of Moldova)

06/06/2016 – 09/06/2016 Bucureşti, Romania

PARTICIPANT Eudoxiu Hurmuzachi University of Romania and Ministry of Education of Moldova

Experience exchange between moldovan and romanian specialists in history, museography and tourism within "Days of museography" framework.

2016 Chişinău, Moldova

VOLUNTEER Sporter NGO

2015 – 2016 Chişinău, Moldova

VOLUNTEER MediaPoint NGO

06/2015 – 09/2015 Hanioti, Greece

INTERNSHIP Elinotel

2015 Chişinău, Moldova

VOLUNTEER ActiveEco NGO

● **LANGUAGE SKILLS**

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
RUSSIAN	C2	C2	C2	C2	C2
GERMAN	A2	A2	A2	A2	A2
HUNGARIAN	B1	B2	B1	B1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **ADDITIONAL INFORMATION**

DRIVING LICENCE

Driving Licence: B