

CURRICULUM VITAE

1. **Family name:** Şveţova
2. **First names:** Ana
3. **Date of birth:** 01 April 1993
4. **Nationality:** Republic of Moldova
5. **Civil status:** Single
6. **Education:**

Institution	Degree(s) or Diploma(s) obtained:
2019 – present, Moldova State University, Faculty of Law	Bachelor of Law
2015 – 2017, Moldova State University, Faculty of Foreign Languages and Literatures, Department of Translation, Interpretation and Applied Linguistics	Master in Humanities
2012-2015, Moldova State University, Faculty of Foreign Languages and Literatures, Department of Translation, Interpretation and Applied Linguistics	Bachelor of Applied Linguistics

7. **Language skills:** Indicate competence on a scale of 1 to 5 (5 – excellent / fluent; 1 - basic)

Language	Reading	Speaking	Writing
Russian (native)	5	5	5
Romanian	5	5	5
English	5	5	5
German	4	4	4
French	3	2	3

8. **Membership of professional bodies:** 2015 – present – Co-Founder of accounting consultancy company Nius-Prof SRL
9. **Other skills:**
 - Computer literacy - MS Word, Power Point, Excel, Audacity, Subtitle Workshop, SDL Trados Studio.
 - High level of language proficiency
 - Profound knowledge in the domain of applied linguistics
 - Written Translation and Interpretation.
 - Text Editing
 - Subtitling
10. **Present position:** Financial and Administrative Assistant
11. **Years within the firm:** over 1 year (2021-present)
12. **Key qualifications:** Besides having an almost 5-year experience in public purchasing and reporting obtained at the National Olympic and Sports Committee of the Republic of Moldova, I have also obtained a lot of knowledge in the field of administrative logistics, administration and finance management.

13. Specific experience in the region:

Country	Date from - Date to
Moldova	2015 - present

Ana Şveţova
/18 April 2023/



14. Professional experience:

Date from – Date to	Location	Company	Position	Description
November 2021 - Present	Moldova	NGO "Green City Lab Moldova"	Financial and Administrative Assistance	The main tasks are: Entire span of office administration functions (administrative, financial, procurement and logistics) as well as a range of actions contributing to design, planning management and coordination of project activities.
2019-2021	Moldova	NGO Alianta pentru Eficienta Energetic si Regenerabile	Administrative Assistance	Administration functions (procurement and logistics) as well as a range of actions contributing to design, planning management and coordination of project activities.
2015-present	Moldova	Nius-Prof SRL	Director	Administration of the working process
2017-2018	Moldova	IRIM University	Lecturer	Lecturer on applied linguistics
2016	Moldova	ODHR	Interpreter	Interpreter at parliamentary elections 2016
2015-2016	Moldova	Educational Centre QUO-VADIS	Teacher	English/German/Russian teacher
2015-2019	Moldova	National Olympic and Sports Committee of the Republic of Moldova	Marketing and international relations specialist / Public procurement specialist	Marketing based on NOC rules of conduct and public procurement according to the legislation of RM, with respective reporting to the donors.
2014-2021	Moldova	Self-employed	Tutoring	English and German tutor
2014	Moldova	SOROS Foundation Moldova	Translation	Translation and subtitling of videos