


PERSONAL INFORMATION


Ana Virlan



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Sex Female | Date of birth 30 Jan 1998 | Nationality Moldovan

WORK EXPERIENCE

1 Feb 2020–Present

Sales account manager

Unifun International, Chisinau (Moldova)

Market research, search for potential customers, conducting commercial negotiations
Maintaining company customers
Expansion of sales channels
Implementation of customer information support
Interaction with company departments
Work with objections from the customer

1 Jul 2019–30 Jan 2020

Office manager

Mars Plus SRL, Chisinau (Moldova)

Organization of meetings and briefings.
Providing office staff with everything necessary for their work.
Office cost control.
Reception of calls, registration of correspondence.
Distribution of documentation by department.
Inbound / Outbound products processing
Control of the warehouse and products, its distribution at objects.
Office condition monitoring, quick solution of emergency situations.
Communication with suppliers, inventory order.

22 May 2018–28 Jan 2019

Graphic designer

Imagine SRL, Chisinau (Moldova)

Creating a complete branding identity for companies. Development of a logo, booklets, covers, banners inside and outside buildings.
Development of various personalized templates for the customer. Development of various printed products.
Creating a single style for events.
Creation of video on various topics, depending on the application of the customer.

1 Jul 2017–1 Aug 2017

Deputy of Vice Rector for International Relations

State Agrarian University of Moldova, Chisinau (Moldova)

Work with internal documentation
Student Personal Processing
Communication with foreign students already enrolled in the course
Acceptance of documents and admission of foreign students
Communication with the migration service
Attendance at the compulsory meetings of the Ministry of Education

EDUCATION AND TRAINING

1 Sep 2019–Present

Administrarea afacerilor in sectorul agroalimentar

State Agrarian University of Moldova, Chisinau (Moldova)

30 Jan 2019–30 Jun 2019

Agricultural University Plovdiv
12 Mendeleev str., 4000 Plovdiv (Bulgaria)
<https://www.au-plovdiv.bg/en/>

Erasmus+
Business Economics field of Study.

Courses that focus on business economics, designed to give students a better understanding of the principal-agent theory, the role of information on both external and internal markets, and the economic perspective on the organization of a business.

1 Sep 2016–15 Jul 2019

State Agrarian University Of Moldova
44 Mircești Street, 2049 Chisinau (Moldova)
www.uasm.md

The degree is designed to give a broad knowledge of the functional aspects of a company and their interconnection, while also allowing specialization in a agricultural area.

The degree also develops the student's practical, managerial and communication skills, and business decision-making capability. Many programs incorporate training and practical experience, in the form of case projects, presentations, internships, industrial visits, and interaction with experts from the industry.

1 Sep 2017–28 Jan 2018

Vidzeme University of Applied Sciences
4 Cēsu Street, Vidzeme, LV-LV-4201 (Latvia)
<http://va.lv/lv>

Erasmus + project.

A wide selection of courses made it possible to combine the study of tourism and business projects. Thus, along with the development of business plans and government projects, various forms of tourism, the cultural heritage of the Baltic countries were studied and a Chinese language course was added.

1 Sep 2004–31 May 2016

Theoretical Lyceum „Dimitrie Cantemir”
28 Dacia, Chisinau (Moldova)

PERSONAL SKILLS

Mother tongue(s) Russian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Romanian	C1	C2	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

- I'm a good listener. I was participating in the student jury of 70th and 71th scientific student Conferences assessing the quality of scientific work of my colleagues and presenting my own works.
- Ability to express my thoughts as clear and directly as it is possible.
- Logical and creative thinking. These skills were gained through my experience as a participant in Diamond Challenge for Young Entrepreneurs.
- Teamwork. Played in the school theater. The main part of skills also was obtained being a student of SAUM and being Erasmus+ student. European education requires a lot of interaction between students in groups.
- Ability to cooperate with people from different countries and nations in different circumstances. Gained in my Erasmus+ experience.

Organisational / managerial skills

As a worker, I gained and learned:

- To adapt quickly to changing conditions.
- To make decisions quickly and rationally in critical situations.
- Fight stress and its consequences. This was facilitated not only by work experience but also by life abroad.
- The ability to adapt to people and negotiate with them.
- Put consumer interests first.
- Integrate various systems into the company (Jira Core, Bitrix 24).
- Organize meetings, interviews, events of large scale.
- Take control of the situation if the rest of the team has lost control over it.
- Bring creativity to work, for yourself and for the team, raising motivation for people.

As a student, I gained and learned:

- Work in a team.
- Accept the role of a hidden leader to help colleagues.
- I learned to be as organized as possible and make the most of available resources. I received gratitude from the management of the University for help in organizing and holding an international seminar for the administrative staff of all higher educational institutions.
- I learned to understand the time and correctly set deadlines and adhere to the set framework.
- Became an active person, helped as a volunteer in the GAUM Department of International Relations more than two years.
- Developing plans for projects. Expressing ideas, extracting information, finding missing information.

Quick adaptation to new conditions

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

User of editing programs: A. Photoshop & Illustrator.

User of video editing program: A. Premiere.

Good command of office suite (word processor, spread sheet, presentation software).

User of Bitrix24