


## Laurentia Ostrofet (Munteanu)

**DATE OF BIRTH:**  
21/10/1998

### CONTACT

**Nationality:** Moldovan

**Gender:** Female

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### ABOUT ME

I am a hard-working and motivated person, who is always willing to help the others. I like being friendly and polite, which makes people feel comfortable around me. I am eager to learn something new from every person I met and determined to aim higher and higher in my career.

### WORK EXPERIENCE

**03/07/2018 – CURRENT** – Chisinau, Moldova

#### Project manager

Retele Terestre

- Organizing meetings to manage project implementation actions;
- Design and development of project documentation;
- Testing the solution and presenting improvement proposals;
- Organizing and conducting training courses for users
- Developing policies and procedures to support the achievement of the project objectives.
- Supervising and monitoring the work of administrative staff
- Organizing office operations and procedures
- Managing correspondence
- Preparing letters, presentations and reports
- Coordinating with IT department on all office equipment, purchasing office supplies and equipment and maintaining proper stock levels
- Delegating tasks to developers
- Providing general support to visitors
- Managing databases
- Creating and translating documents

**01/09/2016 – 01/07/2017** – Chisinau, Moldova

#### Sales Consultant/Bartender

Erudit Club(Brainstorm Cafe)

- Contacting potential customers
- Negotiating and creating positive and lasting relationships with new/existing customers
- Assessing customers' needs and preferences and making recommendations
- Computer literacy

### EDUCATION AND TRAINING

**01/09/2018 – CURRENT**

#### Business Management and Administration

Academy of Economic Studies of Moldova

**01/09/2014 – 27/07/2018**

#### Computer Scientist

Center of Excellence in Informatics and Information Technology

- Abstract and Formal Reasoning
- Analyzing ■ Knowledge of Operating Systems
- Multi-Tasking
- Programming Language Concepts
- Designing Systems
- Working independently and in teams

**02/10/2017 – 04/11/2017**

#### English Conversational Level

Acord Plus English Lessons

01/09/2005 - 31/08/2014

**Middle school**

"Liviu Deleanu" Theoretic Lyceum

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Romanian / Russian

**OTHER LANGUAGE(S):**

### English

**Listening**  
B2

**Reading**  
C1

**Spoken  
production**  
B2

**Spoken  
interaction**  
B2

**Writing**  
B2

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## DIGITAL SKILLS

Microsoft Excel / Microsoft Word / Microsoft Office / Microsoft Powerpoint / Google Docs / Google Drive / Social Media