



# Adelina Renchev

I am a person passionate about new challenges and have high expectations for the future. I am looking for a modern company with growth potential. Goal-orientated person, fast learner and hard worker.

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## EDUCATION

### Moldova State University Bachelor degree in Tourism

09/2018 - 06/2021

### Dante Alighieri High School- studies in Italian and Romanian

10/2014 - 06/2018

## WORK EXPERIENCE

### Communications and Marketing Specialist FabLab Chişinău

04/2022 - Present

*Achievements/Tasks*

- manage company interaction with public using social media
- use posts on social media to increase company voice
- content creation and certificates design
- planning and implement advertising campaigns
- organization, come with ideas, write and manage events schedule

### Front desk Tekwill ICT Excellence Center

12/2021 - 10/2022

Chisinau/Republic of Moldova

*Achievements/Tasks*

- Manage online, phone and in-person room reservations.
- Respond to guests issues and complaints.
- Track and order office equipment and supplies.
- Event management and planning
- Finding partners for internal events

### Event Coordinator Tatrabis event and tourism agency

03/2021 - 10/2021

Chisinau/Republic of Moldova

*Achievements/Tasks*

- Preparing the event offers for tenders.
- Negotiating with providers.
- Planning the event concept from A to Z.
- Meeting the deadline.

## SKILLS

SMM

Teamwork

Flexibility

Time Management

HTML

CSS

## CERTIFICATES

### ITProfit School- IT Development courses (10/2021 - 05/2022)

*School that provided IT courses for people interested in IT field and aspire to continue working in domain*

### Basics of Facebook Ads (01/2023 - 02/2023)

*We learned how to plan a promotional campaign.*

### Flash School

*I will soon start the B2 English course.*

## LANGUAGES

Romanian-native

*Native or Bilingual Proficiency*

Russian-advanced

*Full Professional Proficiency*

English-intermediate

*Limited Working Proficiency*

## INTERESTS

Reading

Sport

Shopping