



# ELENA IVANESI

COMMUNICATION  
ASSISTANT

## EXECUTIVE PROFILE

A highly organized and responsible person with 4 years experience in communication and fundraising area. Excellent relationship skills, ability to work under pressure and eager to achieve new knowledge and skills and to meet new people. I am hardworking, have excellent communications and writing skills and love a good laugh.

## ACHIEVEMENTS

- Maintained websites
- Produced email newsletters
- Wrote and distributed press releases
- Assisted in writing and editing brochures, annual reports, website stories, newsletters
- Provided content for traditional and social media
- Involved in fundraising events and campaigns

## GET IN TOUCH!

Mobile: +373 78209355

Email: elena.ivanesi@gmail.com

Address: R. of Moldova, Chisinau, 38/1  
Drumul Viilor Str., ap. 17

## EXPERIENCE

### Communication assistant

*EU-funded project "Strategic communication and support to Mass-media in the Republic of Moldova, 2021-present*

- Managing a communication platform, EUdigitool, specially designed for all EU-funded projects, for an increased and coherent visibility for EU Assistance in the country.
- Involved in other communication related tasks

*Children, Community, Family/Hope and Hopes for Children Moldova, Chisinau, Republic of Moldova, 2017 - 2021*

- Managing web and social media content
- Producing content for the social media, aiming for increased visibility
- Managing diverse and complex tasks, with tight deadlines
- Translating for the website Romanian-English-Romanian
- Event management experience

### Proofreader

*2005-2006*

*"Ziarul de Garda" Chisinau, Republic of Moldova*

## EDUCATION

### "Transilvania" University, Brasov, Romania

*2000-2004*

*Bachelor of Letters, Romanian/French*

### Cambridge English, Reading/United Kingdom

*2014-2015 CAE(Certificate in Advanced English)*

## TRAININGS

May 2019 **Copywriting course**, Chisinau, Republic of Moldova

March 2020 **Manual Software Testing Training**, Interportal, Chisinau

June 2020 Caritas Austria, Chisinau, Republic of Moldova,

### **The colonial world of images in development cooperation**

- improving the communication process, avoiding discriminations, understanding dynamics.

November 2020 **SuperSocialMediaToolKit**, conducted by ERSTE Foundation, Vienna, Austria

- how Social Media works and how NGO's can get the most out of it and the impact of storytelling.

May 2021 **ARC Bucharest, Romania**, The Fundraising International Conference,

- ways to improve the CSR fundraising for NGO's and how to manage the digital visibility.

# ELENA IVANESI

COMMUNICATION  
ASSISTANT

## LANGUAGES

**Fluent** in English, Romanian, Russian.

**Good** in French.

## SKILLS

- Multitasking
- Communication
- Responsible
- Planning skills
- Do not need a lot of supervision
- Time management
- Team worker
- Friendly, reliable, trustworthy and honest
- Self-motivated and flexible

Driving licence: category B