

Mariana DOLDIER

Editor and Copywriter RO/RU @ QUBO Communications

SUMMARY

Editor and copywriter both in Romanian and Russian languages, with extensive experience in editing, text writing and communications. Responsible for editing texts written by the team of copywriters and adapting the content according to all quality standards: style, grammatical correctness, truthfulness and consistency. Experience in writing success stories, press releases, social media posts and other informational materials, using a persuasive and grammatically correct language.

HIGHLIGHTS

- Creative writing skills in Romanian and Russian
- Experience in customer communication
- Ability to constructively resolve conflict situations
- Flexibility, desire for knowledge and continuous development
- Excellent communication skills
- Fluent in Russian and French
- Adaptable, responsible and punctual

EXPERIENCE

2021 – present, QUBO Communications

Editor and Copywriter RO/RU

- Edit various types of texts (press releases, information leaflets, success stories, social media posts etc.), considering the grammatical, orthographic and punctuation accuracy; removing redundant or irrelevant information from texts and replacing it with relevant and concise segments of text to ensure accuracy, consistency and clarity of style
- Write copy for press releases, social media posts, success stories etc. in a fair and consistent manner
- Translate texts from Romanian into Russian and editing texts in Russian
- Carry out management activities for various institutional projects

2010 – 2021, “Orange Moldova”, Orange Group

Sales Support Expert, Customer Relations Department, Mass Market

- Identify customer needs and collaborating with all teams within the company, in order to find solutions for customers' requests
- Resolve various types of written requests/complaints from customers
- Elaborate written answers to complaints in a correct, coherent and well-argued manner
- Promote Orange Moldova products and services
- Contribute to improving customer experience

2018 – 2019, Xiaomi Store Moldova

Freelance copywriter

- Write texts (in Romanian and Russian) for the promotion of Xiaomi products
- Publish promotional texts on company's website
- Generate content for social media posts
- Elaborate slogans for informative leaflets
- Translate texts about the services provided by the company from Russian into Romanian and vice versa

EDUCATION

2022, "The Fundamental of Digital Marketing", online course, Google Digital Garage

Acquired skills: basics of digital marketing; familiarization with the planning of a company's online strategy; consolidating knowledge in SEO, SEM, Google Analytics

2018, Copywriting course, "Școala de Copywriting din Moldova"

Acquired skills: writing unique promotional texts, according to various formulas and techniques; understanding SEO text writing techniques

2015, "Writing Dynamics" Course, I-Interact Agency

Acquired skills: Writing; writing official-administrative texts in a captivating and fast manner

2012, Moldova State University, Master's degree in Editing and Translations

2010, Moldova State University, Bachelor's degree in Romanian Language and Literature