



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

DIGITAL SKILLS

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