



# Valeria Verebcean

**Date of birth:** 29 Dec 2003 | **Nationality:** Moldovan | **Phone:** (+373) 68956065 (Mobile) | **Email:**

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## WORK EXPERIENCE

1 DEC 2022 – CURRENT Chisinau, Moldova

**OPERATIONS MANAGER** PRIVATE INSTITUTION „SEED FORUM MOLDOVA”

As the Operations Manager at iHUB, I performed the following tasks:

1. Ensuring the smooth functioning of the team and monitoring the activities and fulfillment of the team's obligations;
2. Systematically preparing financial reports;
3. Managing the company's documentation;
4. Drafting and signing contracts with clients;
5. Maintaining relationships with existing partners and attracting new collaborations.

1 AUG 2021 – 30 NOV 2022 Chişinău, Moldova

**OFFICE-MANAGER** PRIVATE INSTITUTION „SEED FORUM MOLDOVA”

As an Office Manager at iHUB, I performed the following general tasks:

1. Organizing events.
2. Managing and maintaining documents that certify the Hub's activities.
3. Answering and receiving phone calls, correspondence, and documents.
4. Handling public relations.
5. Preparing invoices for clients.

1 FEB 2024 – CURRENT Chisinau

**JUNIOR PROJECT COORDINATOR** PRIVATE INSTITUTION “SEED FORUM MOLDOVA”

As a Junior Project Coordinator, I was responsible for:

1. Preparing financial reports
2. Managing team timesheets
3. Assisting in the launch of mentorship programs across various regions of Moldova
4. Supporting the implementation of training programs for women in different regions
5. Drafting service contracts for mentors involved in the program

## EDUCATION AND TRAINING

17 JUN 2022 – CURRENT Chişinău, Moldova

**MARKETING AND LOGISTICS** Moldova State University

**Address** str. Alexei Mateevici 60, MD-2009, Chişinău, Moldova | **Website** <https://usm.md/>

31 AUG 2018 – 31 MAY 2022 Chisinau, Moldova

**FINANCIAL-BANKING OPERATIONS OFFICER** Center of Excellence in Economics and Finance

**Address** Miron Costin 26/2, 2068, Chisinau, Moldova | **Thesis** „Strategii de Promovare a Produselor și Serviciilor Bancare”

## LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
ITALIAN	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user