

PERSONAL INFORMATION

Laurentia Ostrofet (Munteanu)

 31/3, Mircea cel Batran, MD-2075 Chisinau (Republic of Moldova)

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 Laura.Munteanu@rts.one

Sex Female | Date of birth 21/10/1998 | Nationality Moldovan

WORK EXPERIENCE

3 Jul 2018–Present

Project manager

Retele Terestre

59/C, Mitropolit G. Banulescu-Bodoni, MD-2005 Chisinau (Republic of Moldova)

www.rts.md

Responsibilities:

- 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

1 Sep 2016–1 Jul 2017

Sales Consultant/Bartender

Erudit Club(Brainstorm Cafe)

52, Puskin,

www.joc.md

Responsibilities:

- 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

1 Sep 2018–Present

Business Management and Administration

Academy of Economic Studies of Moldova, Chisinau (Moldova)

1 Sep 2014–27 Jun 2018

Computer Scientist

Center of Excellence in Informatics and Information Technology, Chisinau (Moldova)

Occupational skills covered:

- Abstract and Formal Reasoning
- Analyzing
- Knowledge of Operating Systems
- Multi-Tasking
- Programming Language Concepts
- Designing Systems
- Working independently and in teams

2 Oct 2017–4 Nov 2017

English Conversational Level

Acord Plus English Lessons

1 Sep 2005–31 Aug 2014

"Liviu Deleanu" Theoretic Lyceum, Chişinău (Moldova)

PERSONAL SKILLS

Mother tongue(s)

Romanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B1	B1	C1
Russian	C2	B2	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained through my experience as sales manager
- Being clear and concise
- Working well in team
- Showing empathy
- Active listening

Organisational / managerial skills

- Leadership
- Planning
- Teamwork
- Effectiveness
- Goal setting

Job-related skills

- Computer literacy
- Positive personality
- Time management
- Flexibility
- Multitasking

Digital skills

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid