



## Adelina Renchev

### CONTACT

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### ABOUT ME

Communication Manager with background in strategizing and executing effective communication plans. Strengths include written and verbal communication skills, team leadership, strategic planning, and project management. In previous roles, contributed to improvement in internal and external communications effectiveness.

### WORK EXPERIENCE

08/2023 – CURRENT

#### Marketing & Communication Manager Technovator

- Developing and executing strategic content plans.
- Overseeing the social media presence for four accounts.
- Proficient in Reels filming, scenario development, and video editing.
- Engaged in various writing and project management tasks, including drafting Hackathon guides, crafting press releases, and preparing event documents.
- Project management for the projects: Startup Students, DeepTech GigaHack, Moldova Digital Summit, UX4Gov Designathon.
- Crafting PR strategies and defining the communication voice for different events.

04/2022 – 08/2023

#### Marketing & Communications Specialist Engineering Center FabLab Chişinău

- Manage company interactions with the public using social media.
- Use posts on social media to increase the company's voice.
- Content creation and certificate design.
- Planning and implementing advertising campaigns.
- The organization should come up with ideas, write, and manage the events schedule.

01/2021 – 04/2022

#### Front Desk Receptionist Tekwill ICT Excellence Center

- Greeted customers warmly and made them feel welcome.
- I answered incoming calls, redirected callers to the appropriate personnel or department, and took messages as needed.
- Respond to guests' issues and complaints.
- Maintained an organized reception area.
- Assisted with preparing reports, presentations, and other documents as requested by management staff.
- Event management and planning.
- Finding partners for internal events.

## EDUCATION AND TRAINING

09/2018 – 06/2021

● **Bachelor Degree in Economic Studies** Moldova State University

06/2018

● **High School Degree** Dante Alighieri

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Romanian | Russian

**Other language(s):**

English

**Listening** B1

**Spoken production** B1

**Reading** B1

**Spoken interaction** B1

**Writing** B1

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

## DIGITAL SKILLS

CapCut | Canva | Adobe (Adobe Photoshop, Adobe Illustrator)

## SKILLS

- **Press releases**
- **Annual communication planning**
- **Communications strategy**
- **Brand Communication**
- **Project Management**
- **Creating & Executing Content Plan**

## COURSES

- **15/10/2024 - 26/10/2024**  
**Copywriting Course**  
Artcor
- **05/12/2023 - 23/12/2023**  
**Meta Ads Certificate**  
Tekwill Academy
- **07/2023 - 11/2023**  
**Social Media Management Certificate**  
National Association of ICT Companies