



Cristina Cîssa - Boderscova

Date of birth: 22-09-2000

Nationality: Moldovan

Gender: Female

CONTACT

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europass

WORK EXPERIENCE

RS Communications Chisinau, Moldova

Event Manager

01-12-2020 – 01-04-2022

- organizing online and offline events
- organizing corporate events, meetings, conferences
- request for offers
- catering
- the necessary materials given to the order, approved with the customer
- maintaining the relationship with the client
- identification for the best places for events
- delivery of materials, invoices

PRofile Agency Chisinau, Moldova

Event Manager

20-04-2022 – 10-07-2022

- organizing online and offline events
- organizing of corporate events, team building, festivals, caravans
- request for offers
- identification for the best places
- execution of contracts
- organizing events with live translation
- the necessary materials given to the order, approved with the customer
- maintaining the relationship with the client
- delivery of materials, invoices
- working with word, excel

HrConsulting Chisinau, Moldova

Office manager

14-07-2022 – 14-10-2022

1. organization of meetings
2. looking for the necessary personnel (builder, designer, architect...)
3. signing invoices, documents
4. delivery of documents
5. hiring staff
6. drafting contracts in Romanian, Russian and English
7. organization of bussiness trips such as hotels, transfers, plane tickets
8. organization of teambuildings
9. coordination of events both in the office and outside the office
10. creating the comfort of every office worker, in fast and qualitative terms

Moldex Inc Chisinau, Moldova

HR Manager

02-03-2023 – 01-08-2023

- recruiting new workers
- working with rabota.md
- ads on instagram and facebook

Berlizzo Group Chisinau, Moldova

Event manager

01-08-2023 – 01-02-2024

- event planning
- meeting

- technical part of every event
- catering
- processing documents as budgets, invoices, contracts (also delivering them)
- ordering printed materials (as banners, photowalls, notebooks, pens...)
- transfer (if event is out of city, or if some foreigners are coming)

Everything that you need for an event , and post event I CAN DO

Communication Studio SRL Chisinau, Moldova

Event manager / logistics manager

2024 – Current

- events, meetings organization
- relations with suppliers
- location finder
- working with translation team
- catering
- contract, documents

EDUCATION AND TRAINING

01-09-2019 – 01-07-2022 Chisinau, Moldova

Degree in Psychology Universitatea de Stat

LANGUAGE SKILLS

MOTHER TONGUE(S): Romanian

Other language(s):

English

Listening C1

Spoken production C1

Reading C1

Spoken interaction C1

Writing C1

Russian

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C2

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

SKILLS

Microsoft Office (Excel PowerPoint Word) - nivel intermediar

DRIVING LICENCE

Driving Licence: B

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- excellent interaction skills with people
- catering
- the necessary materials given to the order, approved with the customer
- maintaining the relationship with the client

- identifying the best options
- delivery of materials, invoices

ORGANISATIONAL SKILLS

● **Organizational skills**

- punctuality
- responsibility
- organizing online and offline events
- organization of corporate events, team building, festivals, caravans
- request for offers
- identifying the best options
- execution of contracts