

PERSONAL INFORMATION

Verbitki Alexei

Sex Male | Nationality Moldova

JOB APPLIED FOR

Business analyst

WORK EXPERIENCE

11/2016–Present

Business analyst

Bass Systems, Chisinau (Moldova)

- Implementing large scale government IT projects with a tendency to follow the PMI Business Process guidelines
- Working tightly with the Development team to plan the project's architecture to meet the client's requirements
- Assisting the Dev team by developing modules in Angular 6 and Java

05/2015–11/2016

Quality Assurance engineer

TD Ameritrade, Chisinau (Moldova)

QA Engineer working on Online Leverage Account opening. Experienced at End to End testing and Creating tests in an automated format that cover Front end and Middleware scenarios. Worked on projects like implementing SEC Money Market Reform changes in the existing account opening flow.

Testing Responsibilities:

- Requirements analysis
- Business Process analysis
- Helping Developers identify potential User experience flaws
- Identifying discrepancy's in documentation and actual real world experience
- Test Case and Test Set Creation
- Test Plan execution and analysis
- Defects reporting
- Business Correspondence
- Meetings attendance
- Reporting

02/2014–01/2015

Personal assistant

NGO, Chisinau (Moldova)

- Resource management and maintenance
- Drafting and controlling the executions of budgets and plans
- Organizing public events
- Organizing discreet meetings
- Private information handling
- Helping with the elections campaign: organizing meetings with the electorate, public appearances and speeches, advertisement campaign handling
- Controlling the activity and effectiveness of the main office staff.

04/2013–02/2014

General Director

IPE Visionnaire Chisinau, Chisinau (Moldova)

- Drafting and negotiating contracts with clients, investors and manufacturers
- Organizing public relations events
- Budget drafting
- Import management
- Maintaining the Showroom

03/2009–04/2013

Director's personal assistant

F&S Internatiozionale – M, Chisinau (Moldova)

- Negotiations with European Manufacturers
- Managing the import process
- Personal translator duties
- Travelling with the Director on all business trips and expositions
- Representing the company on international exhibitions

05/2012–04/2013

Travel Agent

ITN Internation Travel Network, Chisinau (Moldova)

- Drafting and negotiating contracts with clients, investors and manufacturers
- Organizing public relations events
- Budget drafting
- Import management
- Maintaining the Showroom

03/2008–09/2008

Assistant manager

MeInCom SRL, Chisinau (Moldova)

- Negotiations with the retailers and smaller clients
- Making and preparing orders for retailers
- Research into lowering the company's expenses

EDUCATION AND TRAINING

01/09/2009–01/08/2011

Bachelor of Business and Management

Academy of Economic Studies of Moldova, Chisinau (Moldova)

EQF level 6

01/09/1997–01/07/2009

Lyceum A. Russo, Chisinau (Moldova)

Average grade of 9,03

26/11/2016–29/11/2016

PMI boot camp certificate

CEED, Chisinau (Moldova)

PMI boot camp - a 4 full day intensive project management course / workshop

13/05/2017–14/05/2017

PMI exam prep certificate

Exello, Chisinau (Moldova)

A 2 full day PMI exam prep intensive course

07/2011–09/2011	French level B2 Intermediairé avancé École-club Migros, Geneva (Switzerland) I have studied the French language and French coulture for 1 months in Geneva 2011	EQF level 6
06/2011–07/2011	French level B1 Intermediairé Alliance Française de Nice, Nice (France) I have studied the French language and French coulture for 1 months in Nice	EQF level 4

PERSONAL SKILLS

Mother tongue(s) Russian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	B2
Romanian	B1	B1	B1	B1	B1
French	A2	A2	A2	A2	A2

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

- Team work: I have undergone teamwork and debate training in the British embassy's summer school for Young Leaders. Also I have had a lot of team work experience varying from team based work at ITN travel agency, university projects to karate national and international championships.
- Public appearance: I have participated in many public events during my travels abroad while working as a translator and personal assistant for my boss at a furniture importing company. I had many public speeches and discussions during my University years, including participations in Olympiads and competitions. As a political party leader assistant I was constantly conducting numerous meetings.
- Intercultural skills: I am experienced in working in a European dimension. I had numerous business trips to Europe as well as living 4 months in Nice and Geneva for language and culture study.

Organisational / managerial skills

- While working as the Director's assistant I was in charge of the organizing the whole process of importing goods
- As the Director of "IPE VISIONNAIRE CHISINAU" I organized the work of the Moldavian Branch of an International Furniture company.
- Whilst working as a political party leader's assistant I organized the work of the whole main office as well as organizing public events

Job-related skills

- Very fast learning
- Ambitious
- Stress resistant and ready to work overtime
- Responsible
- Patient with clients and colleagues
- Mentoring skills (experience in conducting trainings with highly unwilling to learn clients)

Digital skills

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

Digital skills - Self-assessment grid

- Moderate knowledge of JAVA, Angular 6, Typescript
- Advanced knowledge of Microsoft Office™ tools
- Moderate knowledge of Mac OS
- Moderate knowledge Adobe Photo Shop

- Moderate knowledge of Figma / Adobe XD
- Moderate Video and Audio Editing experience
- Moderate knowledge of IntelliJ Idea and MySQL workbench

Driving licence AM, A1, A2, A, B1, B

Verbitki Alexei

Mother tongue(s)






Russian

Foreign language(s)

English, Romanian, French

English

Self-assessment of language skills






UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	B2 Independent user

Linguistic and intercultural experience

Description	Duration
Using languages at work: I have been using English as my primary profession language since 2009 when I started as an assistant and up until today, working for a US Trading broker. I have proficiency in both reading and writing, as well as some translating experience.	1/9/09–Present

Romanian






Self-assessment of language skills

UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
B1 Independent user	B1 Independent user	B1 Independent user	B1 Independent user	B1 Independent user






Linguistic and intercultural experience

Description	Duration
-------------	----------

Mediating between languages: I have been using Romania as the second professional language and the language of communication for most of my life. Professionally, I have used it while working as a travel agent between 2012 and 2013, as well as working as a software implementation manager between 2017-2018	1/1/12–Present
---	----------------

French				
Self-assessment of language skills				
UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
A2 Basic User	A2 Basic User	A2 Basic User	A2 Basic User	A2 Basic User
Linguistic and intercultural experience				
Description			Duration	
Using languages for study or training: I have studied French in preparation for my Studies in Switzerland. I have lived in Switzerland for 4 month for the purpose of learning french for studies in Alliance Francaise and have achieved a certified level B2. Due to lack of constant practice i have forgotten some but it can be easily restored in memory with a little practice.			1/1/01–Present	

Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic user	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken interaction]	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Common European Framework of Reference for Languages (CEFR): © Council of Europe