



Vladislava Dubceac

Date of birth: 09/10/2003 | **Nationality:** Moldovan | **Gender:** Female | **Phone number:** (+373) 60269619 (Mobile) | **Email address:** vladislavadubchak@gmail.ru | **LinkedIn:** [Vladislava Dubceac](#) | **Telegram:** @yourcchocopie

WORK EXPERIENCE

SOFTWARE ENGINEER – CYBER WHALE – 01/07/2023 – 01/09/2023 – CHISINAU, MOLDOVA

Key Responsibilities:

- developing Python Scripts
- built an API with Python

ICT ACCOUNT MANAGER – CYBER WHALE – 01/03/2024 – 28/02/2026 – CHISINAU, MOLDOVA

Key Responsibilities:

- Customized and optimized SEO strategies including keyword research, on-page optimization, meta tags, and content structuring
- Launched, managed, and optimized Google Ads campaigns including keyword planning, budget allocation, performance tracking, and analysis
- Managed and maintained WordPress websites including content updates and basic technical adjustments
- Created and structured website content, ensured accuracy and alignment with brand and SEO requirements
- Designed and implemented workflow automation using n8n to streamline internal processes and data synchronization

ICT ACCOUNT MANAGER – NOWTEC SOLUTIONS AG/NOWTEC SOLUTIONS M – 01/10/2024 – 28/02/2026 – CHISINAU, MOLDOVA

Website: <https://nowtec.solutions/>

Key Responsibilities:

- Managed a portfolio of B2B clients in software development and IT solutions
- Identified business needs and shaped tailored technical and commercial proposals in collaboration with the development team
- Prepared commercial offers, calculated project budgets, and participated in presales activities
- Coordinated communication between clients and internal teams including PMs, developers, QA engineers, and designers
- Monitored project timelines, budgets, and contractual obligations
- Conducted negotiations with business stakeholders and technical decision makers
- Developed existing accounts by expanding service scope and identifying new collaboration opportunities
- Maintained CRM records, prepared reports, and forecasted revenue

Additional Responsibilities:

- Performed manual testing of the company's proprietary product nowCRM, identified and documented bugs
- Conducted lead generation and prospect research
- Enriched and maintained client database records
- Launched and managed email outreach campaigns for client acquisition and retention
- Executed LinkedIn outreach campaigns targeting decision makers
- Contributed to business process automation initiatives
- Utilized AI tools for market research, lead qualification, data analysis, content drafting, and workflow optimization

ADMINISTRATIVE ASSISTANT – NOWTEC SOLUTIONS AG/NOWTEC SOLUTIONS M – 01/02/2025 – 28/02/2026 – CHISINAU, MOLDOVA

Key Responsibilities:

- Provided administrative and operational support to the Branch Administrator in an IT company

- Coordinated daily department activities and monitored task execution
- Managed document flow including contracts, acts, commercial proposals, and internal regulations
- Prepared management reports for senior leadership
- Monitored execution of assigned tasks and directives
- Collaborated with technical and business departments across the company
- Ensured compliance with internal processes and corporate policies
- Supported budgeting processes and branch expense tracking
- Calculated employee payroll based on approved rates and actual hours worked
- Reviewed and verified employee time tracking data, ensured accuracy of recorded working hours
- Maintained internal databases, CRM systems, and accounting records

Additional Responsibilities:

- Participated in business process optimization and automation initiatives
- Prepared documentation for audits and internal reviews
- Coordinated communication between the branch and headquarters
- Supported HR processes including personnel documentation and onboarding procedures

LANGUAGE SKILLS

Mother tongue(s): **RUSSIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ROMANIAN	A2	A1	A1	A1	A1
ENGLISH	B2	B2	B2	B2	B1

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

EDUCATION AND TRAINING

01/09/2021 – 30/06/2025 Chisinau, Moldova

BACHELOR'S DEGREE Technical University of Moldova

Website <https://utm.md/ru/> | Field of study Information Management

SKILLS

Basic - C, C++, Java Script | HTML | CSS | Microsoft Office | Microsoft Powerpoint | Microsoft Word | Outlook | Microsoft Excel | Google Docs | Visual Basic Application | Python | "Google Search Console" | Google: (Google my Business, Google ADS & Google Analytics) | n8n | Wordpress | Google Drive | customer service | CRM | Google Sheets | Google Docx

COURSES

Cisco IT Essentials

The fundamentals and advanced concepts of computers hardware and software, troubleshooting skills, networking, security and IT professionalism.