

Dorina Veleşcu

Contact

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Qualities

- Communication skills;
- Teamwork;
- Time management;
- Resilience;
- Flexibility;
- Attention to detail;
- Creativity;
- Multitasking.

Skills

- **PC:** MS Office; Adobe Lightroom, Photoshop, Illustrator; Canva, Piktochart, Animoto; Trello, Asana; etc.;
- **Languages:** Romanian - Native;
English - Full Professional Proficiency;
Russian- Bilingual Proficiency.

Professional abilities

- Develop and manage a work plan schedule based on project requirements;
- Ensuring the smooth progress of the tasks;
- Data analysis;
- Organizing seminars and working groups with specific themes;
- Contracting and negotiation with suppliers;
- Creating informative materials;
- Ensuring correspondence across all communication channels.

Work experience

Communication specialist

A.O. Centrul de instruire și consultanță „E-CIRCULAR”
04/2022 - present

Social Media Manager

Freelance
2016 - 2022

Tourist complex manager

Hanul Haiducilor
05/2021 - 09/2021

Main specialist in entrepreneurship issues, development of Small and Medium-sized Enterprises

District Council of Nisporeni
02/2020 - 11/2020

Lead Specialist

Directorate of Employment Nisporeni
09/2019 - 01/2020

Broadcast director

Team Media
03/2018 - 07/2019

Education and Training

Master's degree in Measurement Procedures and Methods in Environmental Engineering

Moldova State University; "Vasile Alecsandri" University from Bacău, Romania
2015 - 2017

Certified in Accounting

VANAR Computer Training Center, Moldova
2017

Bachelor's degree in Engineering and Quality Management

Moldova State University
2011 - 2015