

Data Manager, Project Manager, Researcher, Teacher/Tutor, Recruiter (Remotely!)

Женщина, 35 лет, высшее образование.



Контактные данные соискателя доступны только на платной основе. Подробнее по ссылке: <http://www.rabota.md/cv/>

Зарплата

9000 MDL

График работы

Удаленная работа / Freelance

Кишинев

Кишинев

Опыт работы

12 лет и 8 месяцев

сентябрь 2016 - по
настоящее время
7 лет и 8 месяцев

Recruiter

Business & Finance Consulting (BFC)

(Кишинев), Консалтинг, стратегическое развитие

- Update job descriptions and post vacancies on a variety of websites.
- Recruit candidates by performing database search, using social media etc.
- Screen candidates' resumes and job applications.
- Prepare shortlist of candidates using various selection methods.
- Contribute to interviewing and testing; assess applicants' relevant experience and skills.
- Assist in managing hiring process (gather relevant documentation, perform reference check, maintain constant communication with all parties involved, and implement internal compliance procedures).
- Adjust resumes in line with BFC format, including content, structure and style

ноябрь 2014 - сентябрь
2016
1 год и 10 месяцев

Recruiter

DevelopmentAid

(Кишинев), Консалтинг, стратегическое развитие

- Identified experts for projects financed by the European Commission worldwide. The work involved careful examination of the EuropeAid projects and expert profiles with subsequent finding the right match for each particular assignment.
- Negotiated with experts contracting conditions. Worked closely with clients (EU-contracted consortia) including negotiations and collection/processing of all the due documentation (relevant to the projects in question).
- CV Tailoring: adjusted experts' resumes in accordance with the specific profile requirements, formatted and highlighted the most relevant qualifications

ноябрь 2012 - ноябрь 2014

Translator / Secretary

2 года

“Metatron” JSC

(Кишинев), Медицина, фармацевтика, ветеринария

- Translated texts in various fields, including contracts, official correspondence, application forms, extracts from medical dictionaries, etc.
- Held negotiations with representatives of foreign businesses.
- Personal assistant duties (produced paperwork, liaised with local authorities).
- Searched and polished medical material, compiled dossiers for medicinal products

ноябрь 2011 - ноябрь 2014

3 года

Private tutor

self-employed

(Кишинев), Наука, образование, повышение квалификации

- Taught English to students, aged 7-16.

сентябрь 2011 - март 2012

5 месяцев

Translator

Translating Agency “Moldovan” LLC

(Кишинев), Наука, образование, повышение квалификации

- Translated specialized articles and documentation from/to Russian, Romanian, French and English.

Образование

Высшее образование

по 2014

Institute of International Relations of the Republic of Moldova (IRIM). Master course. Chisinau, Foreign Languages/ Modern Languages
Specialized Translation and Technique of Terminological Documentation

по 2012

Institute of Continued Education (ICE). Chisinau., Foreign Languages/ Modern Languages
The English language. Simultaneous interpretation

по 2011

Institute of International Relations of the Republic of Moldova (IRIM). Licentiate. Chisinau, Foreign Languages/ Modern Languages
Translation

Ключевые навыки

- Translation
- Recruitment
- Business correspondence
- MS Office (Word, Excel, PowerPoint)
- Online search
- Documentation management
- Database handling
- CV Tailoring

Владение языками

Русский	Родной
Румынский	Свободно владею
Английский	Свободно владею
Французский	Базовый

Дополнительная информация

Гражданство	Молдова
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О себе	I am resourceful, responsible, and reliable. Keen learner and good at following instructions. I perform my duties diligently and am able to work hard, handling substantial workload whenever required. Interests include reading, cinema, travelling and fitness.
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