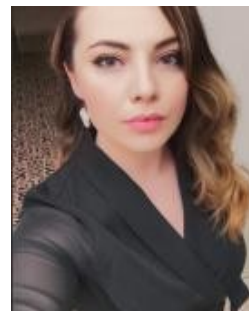


## Back office / Logistics / Italiana (Fără apeluri/Fără vânzări)

Femeie, 28 ani, medii de specialitate studii.



**Datele de contact ale candidatului sunt contra cost. Detalii aici: <http://www.rabota.md/cv/>**

Salariu	15000 MDL
Program de lucru	Full-time
Chișinău	Chișinău
Calatorii de afaceri	disponibil pentru detașări de serviciu

## Experiența de munca

7 ani și 1 luna

iunie 2021 - până in prezent  
2 ani și 10 luni

### ICT Analyst / Back Office

**ID Connect**  
(Chișinău), Telecomunicatii

3 years as a Back Office Assistant comprehensive experience in administrative support. Adept at managing office operations, maintaining efficient filing systems, and ensuring seamless coordination of daily tasks. Skilled in organizing records, handling correspondence, and utilizing exceptional communication abilities to liaise effectively with internal teams and external stakeholders. Proficiency in leveraging diverse office software and tools to facilitate smooth workflow and enhance productivity.

august 2016 - decembrie  
2020  
4 ani și 3 luni

### Acquisition Editor / Trainer

**Omniscriptum Publishing Group**  
(Chișinău), Mass-media, edituri

4 years as an Acquisition Editor in the publishing industry. Skilled in building and nurturing relationships with authors, literary agents, and industry contacts. Proficient in conducting thorough manuscript evaluations, providing insightful feedback, and guiding authors through the editorial process to enhance content quality. Adept at managing editorial schedules, collaborating cross-functionally, and driving successful book launches. Proficient in manuscript evaluation and acquisition processes. Strong project management and organizational abilities. Proficiency in publishing software/tools (e.g., Adobe InDesign, MS Office Suite)

## Education

Studii medii de specialitate

până în 2016

IISS "Alessandro Greppi", Monticello, Italia  
Bilingvist ESABAC (italo-francez)

## Competente-cheie

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- Time Management
- Communication Skills
- Organizational Ability
- Data Entry
- Record Keeping
- Problem Solving
- Attention to Detail
- Administrative Support
- Team Collaboration
- Task Prioritization

## Competente lingvistice

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Romana	Materna
Rusa	Comunicare
Italiana	Fluent
Franceza	Medium
Engleza	Medium

## Informații suplimentare

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Calatorii de afaceri	disponibil pentru detașări de serviciu
Cetățenie	Moldova
Permis de conducere	B