

English-speaking based position, Translator, Tutor, Office Manager

Женщина, 26 лет, высшее образование.



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

Зарплата	15000 MDL
График работы	Полный рабочий день
Кишинев	Кишинев

Опыт работы

6 лет и 11 месяцев

январь 2020 - по настоящее время
4 года и 5 месяцев

Eng-Rus/Rus-Eng translator

Freelance

(Кишинев), Наука, образование, повышение квалификации

- Written translation of texts related to various fields (economics, IT, education, food industry, etc.);
- Communication with clients via e-mail/phone;
- Provide accurate, complete, high-quality translation in dedicated time frames

июнь 2017 - октябрь 2022
5 лет и 3 месяца

Sales Agent

Studio Moderna SRL

(Кишинев), Продажи

- Establish long-term, strong, trustful relationships with potential/regular customers by handling a large volume (~30-40) of inbound calls on a day-to-day basis;
- Placement, redaction, general coordination of customers' orders in inner ERP system;
- Maintain accurate records of personal data, shipment details;
- Review and make changes to customer accounts by perforce;
- Work with huge amount of information regarding company's products, analyze it, structure it and present it in comprehensible, brief way to the clients;
- Inform new/regular customers about existing promotions and deliver answers on all concomitant questions that arose from their end in the politest manner;
- Build a strong, complete understanding of additional services that company offered;
- Achieve sales targets by assessing current clients' needs in order to increase basket value of an order;
- Listen carefully and attentively customers' concerns with intention to resolve their issues and where necessary to redirect their calls into other inner departments;
- Ensure customer satisfaction;
- Sales targets implementation

Образование

Высшее образование

по 2021	Moldova State University, Faculty of Foreign Languages and Applied Linguistics Conference Interpretation and Translations, MA
по 2019	Moldova State University, Faculty of Foreign Languages and Applied Linguistics English - Russian Translator, BA

Ключевые навыки

- Upper-Intermediate English listening, written, verbal communication skills;
- Keen attention to details and adherence to deadlines;
- Remain professional and productive under pressure in fast-paced environment;
- High communication and negotiation skills;
- Ability to work independently as well as a part of a team;
- Strong computer skills and ability to adapt to new operating systems

Владение языками

Русский	Родной
Румынский	Разговорный
Английский	Свободно владею

Дополнительная информация

Гражданство	Молдова
О себе	<ul style="list-style-type: none">- Discipline and high sense of personal responsibility;- Resilience and perseverance;- Industriousness;- Quick learner;- Multitasking;- Excellent problem-solver;- Result-oriented;- Personal integrity;- Flexible, professional and diligent with strong motivation to achieve internal set goals;- Ability to work evening shifts (till 12:00 am);- NO COLD CALLS !!!Companies specialize in financial market sales, trading, investments and other fields related to these, please, do not disturb!!!