



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Data Entry Specialist, Customer Support

Despre mine

Conduc propriul blog pe tema psihologiei.
Sint o persoana responsabila, harnica si diplomata.
-good knowledge of English and Italian;
-strong negotiating skills;
-ability to convince;
-worked with many admin systems;
-strong in research and marketing;
-love communicating and am good at it.

Experiența profesională

Psychologist · Nadejda - Psiholog Virtual

Septembrie 2022 - Prezent · 2 ani 5 luni

-Conducting 1,2 hour psychotherapy sessions with clients of different age, race, gender and nationality ranges regarding issues such as: mental health, relationships, work, etc.;

-Creating my own online platform with over 20k active followers:
<https://www.facebook.com/nadejdaburlaca8>

-Using marketing skills in order to attract clientele;

-Hundreds of positive reviews on my work available on various social media platforms and search engines

Copywriter · Ketse.com

Aprilie 2018 - Prezent · 6 ani 10 luni

-Outsourcing relevant articles;

-Building an article according to the required criteria;

-Inserting the beneficial SEO keywords into the created content;

-Rectifying the existing text as per the customer's needs;

-lots of research and a rich imagination;

-constant inspiration in terms of writing and creating content;

-Modeling the texts so that they benefit the SEO targets;

-Rectifying the texts according to the customer's needs.

CEO · IBmachine.com

👤 39 ani
♀ Feminin
📍 Chișinău
💰 10 000 MDL

Preferințe

- Flexibil
- Part-time
- Fără program
- Remote

Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Italiană** · Fluent

Permis de conducere

Categoria: A
Cu automobil personal

Aprilie 2016 - Aprilie 2018 · 2 ani 1 lună

- Managing website sales;
- Managing data entry staff;
- Finding clients and signing them up on the website;
- Taking payments online;
- Assisting customers with the website use;
- Attending fairs;
- Suggesting improvement for the site's usability;
- Visiting potential customers on-site in their factories.

Project Manager, Sales · Travod

Aprilie 2015 - Iulie 2016 · 1 an 3 luni

- Monitoring and instructing a team of people to reach the company's sales objectives;
- Negotiating with clients in several languages;
- Constructing offers;
- Multiple project management;
- Payment handling;
- Occasional translations and interpreting.

Sales and Marketing · ADT Machinery

Septembrie 2013 - Decembrie 2014 · 1 an 3 luni

- Website creation and maintenance;
- Increasing new customer traffic via outreach;
- Social media marketing;
- Product promotion on various platforms;
- Continuous visits to clients in factories located in different cities;
- Client search and outreach;
- Product presentation and marketing in various languages;
- Translations and interpreting;
- Attending fairs and business meetings;
- Negotiations with potential and existing customers.

Business Development Manager · Development AID

Septembrie 2012 - Septembrie 2013 · 1 an 1 lună

- Customer assistance on tender information in several languages;
- Finding new clients via social media and outreach;
- Processing online payments;
- Product presentation via called calls and email.

Buying Representative · Impro Corp

Septembrie 2009 - Mai 2012 · 2 ani 8 luni

- Strong communications skills over the phone/cold calling;
- Building offers and products quoting;
- Negotiating with customers;
- Closing deals.

Product Manager · Safe4U · USA, Australia, China
Octombrie 2005 - Septembrie 2008 · 3 ani

- Online order processing;
- Product shipping and handling;
- Processing payments by Check or online by Credit Card;
- Attending fairs.

Domeniul dorit

- Call-center / Back-office

Studii: Superioare

Moldova State University

Absolvit în: 2014

Facultatea: Psychopedagogy

Specialitatea: Psychopedagogy

Institute of Management IMI-Nova

Absolvit în: 2010

Facultatea: Law

Specialitatea: Law

Cursuri, training-uri

Italian Language B2 level

Absolvit în 2018

Organizator: Insam German School of languages

Grefier

Absolvit în 2010

Organizator: Curtea de Apel Chisinau

Industrial Sales

Absolvit în 2009

Organizator: Ravani Acciai