

ALEKSANDR BAUSER

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Professional Summary:

- Highly organized, responsible with strong problem-solving skills
- Ability to work both independently and as a team player
- Multilingual
- Customer and Personal Service
- Active Learning
- Public Safety and Security
- Service Orientation
- Critical Thinking

EDUCATION

Faculty of foreign languages and literature 2007-2012

Undergraduate program in linguistic expert for management and tourism in Catholic University of Milan, Italy

Bachelor of Law,
State University of Moldova: 1998-2003

Canadian Equivalency made by World Education Services – (WES), recognized as a Bachelor of Law 4 years program in Ontario

RELEVANT WORK EXPERIENCE

Lyft Driver

- Working on the Lyft's app platform being precise with addresses for pick up and drop off location. Ensuring passengers have a safe and enjoyable experience by following company guidelines for operation.

March 2021-Present

Privat interpreter and translator 2008-2022

- Provided translation and interpretation of documents and negotiations

Self-employed

Metro Inc. (Produce distribution Warehouse center) Toronto, Ontario
Order selector

May2020-Jul.

- Operated order picking forklift machine
- Followed the orders assignment by using communication device in save and precise way

Spectrum Patient Services (Patient's care & medical patients transfer company) Toronto, Ontario
Medical transfer attendant 2018

- Drove ambulance truck with patient on board
- Assisted and cured patients during the transfers
- Monitored patient's health conditions during transfers
- Filled out medical forms for transported patients
- Wrote reports in the regular bases
- Was in constant touch with the dispatch

Elit Moving Inc. (Transportation, delivery & moving company) for Lowe's and Ikea retail stores.

May.2016-Feb.2017

Delivered products from warehouse to customers

Bausher Transport Inc. (Transportation delivery company) for Sleep Country (Dormez Vous) Montreal, Quebec

Apr.2015-Nov.2016

Delivered company's products from warehouse to costumers

Globalexpologic, Milan Italy
Logistics specialist

Dec.2009 – Dec.2011

- Maintained and updated a database of transport companies and clients
- Prepared supporting documents for products delivery and transportation
- Prepared and signed contracts
- Analyzed bids
- Reviewed invoices and verified bills
- Maintained clients' files including contacts, contracts, payment statements, etc.

Globalexpologic, Milan Italy
Logistics specialist

Sep.2010–Dec.2011

- Maintained and updated a database of transport companies and clients
- Prepared supporting documents for products delivery and transportation
- Prepared and signed contracts
- Analyzed bids
- Reviewed invoices and verified bills
- Maintained clients' files including contacts, contracts, payment statements, etc.

Milagri (brokerage firm) Gerenzano, Italy

2010

Customer service clerk

- Responded, in person or over the phone, to customer inquiries
- Entered and file documents on a computer
- Arranged for a refund, exchange and issuance of a credit note for returned merchandise
- Taken customer orders
- Promoted goods and services
- Explained to clients the nature and cost of the services offered
- Updated accounts, send invoices and process payment requests

A.S.S.I Group (Security reception service agency) job site Cardiological Hospital, Monzino (Milan), Italy

Jan.2009-Dec 2009

- Greeted people who come to the offices; advise them of the appropriate person or service,
- Provided general information in person or by telephone
- Supported foreign people requiring linguistic mediation
- Ensured security checks at reception and keep computerized lists of doctors on call

A.S.S.I Group (Security reception service agency) job site UNIQA Group-Insurance company; Milan, Italy

Mar. 2008-Jan. 2009

Reception, Security, Front office

- Greeted people who come to the offices; advise them of the appropriate person or service,
- Provided general information in person or by telephone
- Supported foreign people requiring linguistic mediation

- Ensured security checks at reception and keep computerized lists of visitors

Euro Safety (security, reception, front office agency) Receptionist, job site - Interbank SIA,
Milan, Italy *Nov. 2004-Mar. 2005*

Front office, Receptionist, Security

- Answered phone calls
- Screened and directed calls
- Sorted incoming business mail
- Greeted, registered and directed visitors
- Provided general administrative and clerical support

Insurance company Mold Asig, Republic of Moldova

Oct. 2003-Jul. 2004

Insurance Specialist

- Established, developed and maintained business relationships with current and prospective customers
- Marketed new products to existing and prospective customers via phone or/and in-person
- Solved the resolution of customer problems and complaints
- Planned and organized personal sales strategy by maximizing the Return on Time Investment
- Reported to the management on customer needs, problems, interests, competitive activities, and potential for new products and services

LANGUAGE SKILLS

ENGLISH advanced level; **ITALIAN** advanced level; **SPANISH** intermediate level;
UKRAINIAN advanced; **ROMANIAN** intermediate level; **FRENCH** intermediate level,
RUSSIAN advanced level

PERSONAL SKILLS Strong ability to work in group, prepared for relations with the public, organizational skills, strong determination and perseverance

OTHER INFORMATION

Public relations and social activities: Member Volunteer for ESEG (Guide of Erasmus students and international exchange students, organization of accommodation and cultural programs).

Interests: languages, literature, history, sport (swimming, powerlifting, rugby).

