

Antonia Elena



NITU

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Languages

Engleza

Advanced

Profile

I consider myself as a hard working and determined person with a higher orientation to details. Also I like to be part of a team as I am a sociable person and I like to strive the best in people. I am always open to learn new skills in desired area, being open minded, with a developed capacity of quickly acquire knowledge. My experience made me able to work under pressure, to perform multitasking and to solve the desired tasks as per agreed deadlines.

Work experience

Volunteer - Human Resources Assistant, SiSC - Union of Cybernetics Students

Bucharest | 10.2022 - present

What can not be more fun than the representation of students, achieved through various initiatives or projects that allow the support of students' rights in the academic environment and their development both personally and professionally? All this is meant to give you the opportunity to progress, the possibility to make friends easily and have unforgettable experiences! Since 1996, SiSC has been doing everything with students, for students and for making their voices heard. As the first student organization in ASE, we continue to represent students and help them grow!

During this project i had the following main responsibilities:

- frequently preparing diagnosis and report to my colleagues from other departments so that the working environment to be favorable;
- preparing the useful trainings and presentations for the colleagues from different departments;
- organizing and supporting some activities specially designed for the unity of the teams;
- teambuildings organizer with HR team in order to have a better experience;

Congratulations project - during this project i had the following main responsibilities:

- implementing and creating holidays texts ideas between 400 and 500 words to my colleagues;
- personal information gathering about my colleagues in order to prepare their birthday greetings;

Tik-Tok project - during this project i had the following main responsibilities:

- promoting the Student's Association in the online environment;
- researching the online market in order to discover new trends;
- innovative ideas to promote the academic projects among the students.

Commercial Assistant, Frukmland SRL

Bucharest | 07.2022 - 09.2022

My first summer job was in a grocery store and I had the opportunity to learn the responsibility of managing a commercial space by myself. In addition to the experience of working with various clients, I learned to organize my time and tasks in such a way as to ensure a pleasant experience for the clients in the store. So they can benefit from permanent cleaning, optimal conditions of the merchandise and my kindness and sweetness as a commercial worker.

Skills: Pressure Situations · Social Work · Organization Skills · Analytical Skills · Task Execution

Volunteer - Kindergarden translator, AIESEC in Romania

Bucharest | 06.2019 - 07.2019

During this period I was a local volunteer for 6 weeks in the Discover Project, held in Bucharest, Romania, and I provided the international facilitators of the project with the best experience, by helping them deliver high-quality personal development sessions to the Romanian youth people and by guiding them through Bucharest. During this volunteer program i have learned to organize myself and others better, to create a daily schedule and also to learn about the social life in different countries of the world.

Studies and education

Bachelor degree: Economic informatics, Academy of Economic Studies

Bucharest | 10.2021 - present

Highschool Degree: Mathematical Informatics, National College "Gheorghe Sincai"

Bucharest | 09.2017 - 07.2021

Skills

Effective Time Management - **Interpersonal Skills** - **Working under pressure** - **Analytical Skills** - **Task Execution** - **Customer Service** **Ability to Work in a Team** - **Computer Skills** - **Ability to Multitask**

Hobbies

Psychology

Reading

Traveling General knowledge improvement



Organizational and technical skills

- working with different types of coding languages such as: C, C++, SQL.
- capacity to perform highly, both individually and within team;
- excellent communication skills and the ability to work with all organizational levels;
- required to manage a large volume of work and data entry; numerical calculation skills, integrity, able to keep things confidential;
- distributive and focused attention;
- able to work in fast-paced environment with minimal errors proves intellectual ability and sensitivity;