

PERSONAL INFORMATION

Georgiana-Bianca Damian



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WORK EXPERIENCE

01/11/2018–Present

Customer Support

IT SMART DISTRIBUTION, Bucharest (Romania)

- Establish a productive and professional relationship with the assigned dealers
- Keep records of customer interactions, process customer accounts and file documents
- Manage and complete sales cycles to enable the sales and profit plan to be achieved
- Process orders received from dealers
- Manage freight stocks and make proposals to improve inventory sizing
- Work with personal from storeroom to ensure proper customer service is being delivered
- Take payment information and other pertinent information such as addresses and phone numbers

15/01/2016–31/10/2018

Administrative secretary

SC SILA-MAR, Bucharest (Romania)

- Manage specific documentation;
- Keep in touch with instructors and provide information about students files;
- Prepares all the documents alleged activity carried on;
- Prepares and draws up companies correspondence;
- Provides business reception, registration, distribution and delivery of mail;

04/12/2017–25/01/2018

Junior Web Developer

Lama D.O.O., Split (Croatia)

- Design User Interface for applications using HTML5 and CSS technology
- Coding and testing in Angular.js framework
- Applies new industry trends
- Develop to improve service for customers
- Established harmonious working relationships with team members

20/07/2017–03/09/2017

Bartender

The Shah Jahan, Salisbury (United Kingdom)

- Prepare alcohol or non-alcohol beverages for bar
- Interact with customers, take orders and serve snacks and drinks
- Assess customers needs and preferences and make recommendations
- Plan and present bar menu
- Check customers identification and confirm it meets legal drinking age
- Restock and replenish bar inventory and supplies
- Stay guest focused and nurture an excellent guest experience

01/01/2013–25/05/2017

Promoter

Bucharest (Romania)

Learning fast about all new products

Key communication skills

Training in customer service

Friendly and engaging attitude

06/02/2017–25/02/2017

Computer systems analyst

SC PRAS CONSULTING SRL, Bucharest (Romania)

Internship

EDUCATION AND TRAINING

28/09/2017–28/01/2018

University of Split, Split (Croatia)

One semester at University of Split - Department of Professional Studies with Erasmus Scholarship

01/10/2015–01/06/2018

Computer Science for Economics

Romanian-American University, Bucharest (Romania)

15/09/2011–20/07/2015

Mathematics-Informatics, Intensive Informatics

National College " Grigore Moisil", Bucharest (Romania)

PERSONAL SKILLS

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2

Certificate of Language Proficiency

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Verbal and Nonverbal communication skills, gained through my experience as promoting products

Organisational / managerial skills

Good organisational, interpersonal and verbal communication skills, gained as secretary of SC SILA-MAR, responsible for managing documents

Job-related skills

Good organization, with attention to detail

Quick learner, keen to learn and improve skills

Self-motivation

Team working skills

Positivity

Adaptability

Tenacity

Digital skills

A good knowledge of programming languages: C/C ++, C #, Oracle, HTML, CSS, Java, PHP,

JavaScript;

Driving licence AM, B1, B

ADDITIONAL INFORMATION

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| Courses | Java Junior Developer Module
Devmind Academy - April - End of July 2019 |
| Courses | Java Beginners Module
Devmind Academy - January - March 2019 |
| Courses | Diploma of participation
Personal Finance Course - Your Guide to a Healthy Financial Life
Profit Point Romania - October 2018 |
| Courses | Diploma of participation
Entrepreneurial training courses within the project "ADAM - ACADEMY FOR THE DEVELOPMENT OF ENTREPRENEURSHIP AND MANAGEMENT" - September 2018 |
| Projects | Diploma of participation
"Summer school" CTMB - September 2018 |
| Certifications | Web Design
Absolute Pro Training - April 2017 |
| Certifications | JavaScript & JQuery
Absolute Pro Training - February 2017 |
| Courses | Java Fundamentals
Information and Communications Technology Center - Romanian -American University
October-November 2015 |
| Courses | SQL Fundamentals
Information and Communications Technology Center - Romanian -American University
October-November 2015 |
| Certifications | Database Design and Programming With SQL
Oracle Academy - May 2015 |
| Certifications | ECDL Core Certificate
ECDL Romania - April 2015 |
| Projects | Comenius Bilateral Project "Edu Travel in Mirror" in participation with Liceo Scientifico Statale "Galileo Galilei" from Catania, Sicily
April 2013 |