

PERSONAL INFORMATION



Eduard Costenar

Str. Piatra Craiului, Nr. 36, 410043 Oradea (Romania)

(+40) 754 54 17 47

e.costenar@gmail.com

www.linkedin.com/in/ce21

WORK EXPERIENCE

01/09/2013–01/07/2016

Administrative Officer

Interguard Group, Bucuresti (Romania)

Activities

- managing a fleet of 25 vehicles (maintenance, repairs, etc.)
- managing all the resources provided
- providing administrative support for operational services (supply, follow-up of maintenance contracts, various reporting, employee administrative assistance)
- providing technical support for operational services (document processing and documentation, other logistics services)
- management of inventory goods (inventory, supply orders, maintenance of inventory objects and distribution of fixed assets), depending on the department where it is framed
- ensuring communication with other organizations (courier, relationship with suppliers and other institutions, organization of protocol actions)

15/06/2017–15/07/2017

Internship

Comau, Oradea (Romania)

Acquired knowledge:

- Electrical & Pneumatic Design (E-Plan)
- Basic Project Management Training
- Robot programming
- PLC programming
- Soft Skills
- Panel Shop -workplace, proces

15/07/2017–31/07/2018

Electro Mechanical Technician

Comau, Oradea (Romania)

Activities and responsibilities:

- preparing up the necessary documentation to produce the products.
- printing and engraving the labels for the electrical cabinets.
- coordination on the manufacturing side of a team of electricians.

01/11/2019–30/11/2019

Junior Front End Developer

Utopium, Oradea (Romania)

- Determining the structure and design of web pages.

- Ensuring user experience determines design choices.
- Developing features to enhance the user experience.
- Striking a balance between functional and aesthetic design.
- Ensuring web design is optimized for smartphones.
- Building reusable code for future use.
- Optimizing web pages for maximum speed and scalability.
- Utilizing a variety of markup languages to write web pages.
- Maintaining brand consistency throughout design.

EDUCATION AND TRAINING

- 01/09/2014–15/06/2018 **Automation and Applied Informatics**
Universitatea din Oradea, Oradea (Romania)
- 20/05/2019–20/09/2019 **Front End Web Developer**
IT-School, Oradea (Romania)
Attended and successfully completed Front-end Web Development training program.
Learned: HTML, CSS, JS, jQuery and Bootstrap.
- 01/09/2018–Present **Advanced Automated Systems**
Universitatea din Oradea, Oradea (Romania)
- 04/04/2018–10/05/2018 **Certificate of entrepreneurial skills**
Ministerul Educatiei Nationale si Cercetarii Stiintifice si C.D.I.M.M Maramures, Oradea (Romania)
Development of the capacity and aptitudes necessary for carrying out practical managerial activities specific to the economic agents, under the conditions of the market economy
- Identifying business development opportunities,
 - Initiation of the entrepreneurial activity according to the legal provisions,
 - Designing a strategy for entering the market,
 - Efficient management of the resources needed for a business,
 - Knowledge of the basic notions regarding taxation and accounting,
 - Elements necessary for the use of information technology and communications in companies.
 - Elaboration of plans for the management of the company.

PERSONAL SKILLS

Mother tongue(s) Romanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	A2

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

- good communication skills acquired through administrative functioning experience
- the ability to communicate effectively within a foreign language
- inter institutional communication

Organisational / managerial skills

- teamwork
- analytical thinking
- focusing on results obtained in the activity of administrator

Job-related skills

- problem solving
- ability to adapt
- communicate and professional self-development

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- HTML
- CSS
- JavaScript
- jQuery
- Bootstrap
- Photoshop

Driving licence AM, A1, A2, B1, B, BE