



CRISTINA- MARIANA ILIE

**JUNIOR JAVA DEVELOPER /
SENIOR ARHIVIST/PROJECT
MANAGER**

PROFILE

I am a Junior JDeveloper seeking for a company where I can improve my talents, abilities and build experience, while also supporting the company to achieve its strategic goals.

I am an enthusiastic, organized and independent person, having a lot of

EDUCATION

Software Development Academy

04.2022 – 02.2023

Junior Java Developer Certificate

UniAthena / Acacia University Arizona

08.2024

Essentials of Data Visualization using MS Excel

Code First Girls

08.2024

Web Development Certification – Kikstarter Course

Code First Girls

07.2024

JavaScript Certification – Kikstarter Course

freeCodeCamp

04.2024

RESPONSIVE WEB DESIGN Certification

Academia de Politie “Alexandru Ioan Cuza”, Facultatea de Arhivistica

2004 - 2008

Historian / Archivist Bachelor's Degree

EXPERIENCE

SENIOR ARCHIVIST AND PROJECT MANAGER

YELLOW TREE SERVICES SRL, BUCURESTI

August 2022 – present

- Centralization of documents entered into the company and those issued for internal purposes, document scanning and creation of an online electronic archive.
- Sorting, ordering and organizing documents that are part of the company's historical archive, according to the criteria established with each department head.
- Scanning of documents from the historical archive, in order to upload them to the online electronic archive of the company.

experience with individual projects, but also working in a team and being a team leader. I am not an expert, but I am a lifetime fast learner.

CONTACT

PHONE:

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HARD SKILLS:

- JAVA
- HTML
- CSS
- ANGULAR
- JAVASCRIPT
- SPRING BOOT
- SQL

SOFT SKILLS:

- Attention to details
- Proactive person
- Problem solver
- Time management
- Strong communication skills
- Analytical thinking
- Good planner and organizer
- Negotiation abilities
- Microsoft suit

SPOKEN LANGUAGES:

- ENGLISH – advanced
- ITALIAN – intermediate
- GERMAN – beginner

- Extracting from the archive the documents requested by the employees and completing the specific registers for this purpose.
- Completing the inventory register for taking over documents from the departments.
- Drawing up a procedure regarding the archiving and use of documents from the company's archive.
- Creation of the archival nomenclature of company documents.
- Project Management: drafting a plan to scan the historical archive with an external provider; searching for providers and analyzing the received offers; negotiating the best offer received; setting the rules for the document scanning (different types of documents, different scanning modes); maintaining the relationship with the provider and verifying the delivered results.
- Managing the online electronic archive on Share Point: verifying that all the departments are uploading the documents according to the existing procedures; organizing monthly meetings to discuss the issues and train the new employees.

SENIOR ARCHIVIST AND PROJECT MANAGER, DISTRISTOC COMPREST SRL, BUCURESTI

September 2017 - August 2022

- Project Manager: I have experience working both as a team leader and in individual projects;
- Warehouse Operations Chief Officer: establishing the to-do list at the beginning of each week, distributing the tasks to the warehouse teams; establishing the way of carrying out the operations for taking over new archives or for removing the archive boxes from storage;
- Employees Management: verifying the job postings; pre-interviewing candidates; sitting in the interviews with the general manager; I was in charge of the technical interview;
- Mediating communication between management and warehouse workers: transmission of management decisions to employees, organization of ad hoc meetings and weekly meetings;
- Account manager for the big clients: mediation and maintenance of the relationship between the big clients and the company; the direct taking over of requests from large clients, sketching solutions and distributing them solving to the warehouse teams; coordinating all the projects for the big clients and finding solutions for every demand they might have;
- Consultant – business analyst for the development and implementation of a web application for the management of the archive repository: participation

in the preliminary meetings for the development of the specifications; testing the beta version of the application; consulting regarding the necessary changes to the flows, as well as for various upgrades; mediating upgrade processes requested by clients;

- Employee management: keeping the monthly time attendance, transmitting the situation for the meal vouchers, mediating the relation with the accountant;

FRONT DESK OFFICER

TOTAL SOFT SA, BUCURESTI

March 2017 – September 2017

- Welcoming clients and collaborators and redirecting them to the reserved rooms;
- Scheduling meeting rooms;
- Receiving/transmitting correspondence;
- Reservations of plane tickets, hotel accommodations and travel planning in the interest of work;
- Supplies management, ordering supplies and protocol products for updating stocks;
- Receiving phone calls and redirecting them to recipients;

SENIOR ARCHIVIST, PROJECT COORDINATOR

ALLIANZ-TIRIAC ASIGURARI REASIGURARI SA, BUCURESTI

March 2015 - June 2016

- Project Management: coordinating the archiving and selection of the expired documents for all the Agencies and Branches of the Company;
- Contract negotiating: searching archiving services providers, choosing the supplier, negotiating the terms of the contract, monitoring the fulfillment of the contractual obligations, checking the received invoices and sending them for payment, receiving the final documents for the activities stipulated in the contract;
- Coordination of document archiving activities in the Central Office: scheduling the handing over of documents to the archive by departments, checking the correctness of the archiving of documents by the external service provider, inventorying the resulting archival units, handing over documents to the external provider of archive preservation services;
- Planning and mediating the necessary works to legally destroy the documents with the expired retention time;
- Consultant – business analyst for the development and implementation of an application for the electronic management of the documents: participation in the preliminary meetings for the development of the specifications; testing the beta version of the application; consulting regarding the

necessary changes to the flows, as well as for various upgrades.

ARCHIVIST

ASIT SERVICES SRL, BUCURESTI

February 2010 - March 2017

- Coordination of the archiving activities of documents from the Central Office: scheduling the delivery of documents to the archive by the departments, checking the correctness of the archiving of documents by the external service provider, inventorying the resulting archival units, handing over the documents to the external provider of archive preservation services;
- Preparation of the Archival Nomenclature and its approval by the National Archives;
- Planning and mediating the necessary works to legally destroy the documents with the expired retention time;

ASSISTANT MANAGER

FM ROMANIA SRL, BUCURESTI

September 2008 – February 2010

- Assistance for the managerial department;
- Secretarial activities (taking and distributing telephone calls, copying, filing and archiving of internal documents, record of incoming and outgoing documents, etc.);
- primary accounting (preparation of statements for internal employees, record of the house register and existing cash, submission of various declarations to ANAF, cash withdrawals from the company's account, etc.);
- negotiation and conclusion of contracts for accommodation and transport;
- Receiving/transmitting correspondence;
- Reservations of plane tickets, hotel accommodations and travel planning in the interest of work;