Cristina Leascu

mary_cris21@yahoo.com

07565636152

https://cristinaleascu.github.io/

Summary

Recent graduate with First Class Bachelor's Degree with Honours in Computing seeking a career change as Junior Software Developer/ Software Engineer to utilise and improve my skills effectively and working towards achieving organisation goals.
Some coding experience in HTML, CSS and C++ been gained through university projects.
I have enjoyed studying the networking side, I have gained knowledge about network infrastructure design, network security with projects configured in Packet Tracer.
I am willing to expand my knowledge / learn new programming languages for the right job opportunity.

Experience

Night Service Colleague

Asda

Apr 2021 - Aug 2022 (1 year 5 months)

Delivering department night routine

Manually condensing stock and handling products with care to maintain product quality

Replenished shelves regularly to maintain full displays.

Checkout Assistant

Asda

Dec 2017 - Sep 2020 (2 years 10 months)

Operating a till system with a barcode scanner.

Helping customers to get their Click & Collect orders and return any online items.

Dealing with returns and exchanges.

Receptionist

Melbourne House Hotel

Jun 2013 - Sep 2013 (4 months)

Carry out instructions given by the management, process all reservations, cancellations and no-shows, in line with company policy

Answering and forwarding phone calls & mail management.

Fulfil all reasonable requests from guests to ensure their comfort, satisfaction and safety

Provide reports, as required, for housekeepers and management

Receptionist

Merlyn Court Hotel

Jun 2011 - Mar 2013 (1 year 10 months)

General admin work, process reservations/cancellations, updating the rooms availability and room prices
on agencies and hotel website, check-in guests, check-out guests, take
payments.

Guest Relations dealing with any issues which may arise.
Mail management.

Administrative Assistant

Arafura SRL

Oct 2007 - Apr 2010 (2 years 7 months)

Attract potential customers by answering product and service questions and maintaining an excellent customer service to existing customers.
Taking orders and processing invoices into the company system.
Preparing various reports for management team and taking part in monthly meeting.

Administrative Assistant

Laro Colgate Distribution

Nov 2006 - Oct 2007 (1 year)

Processing agents orders though the company operation system.
Processing agents payments into the operation system for their customer and prepare statements for next day
Maintain relations with warehouse team and solving problems.
Placing orders to the factory for various products as required.
Introducing and taking off offers into the operation system as required.
Archiving and keeping track of document from agents.
Prepare daily and weekly reports for managers.

Administrative Assistant

Artesans del Sucre SRL

Aug 2004 - Nov 2006 (2 years 4 months)

Preparing invoices for customers and arranging a smooth delivery for their orders.
Preparing and printing labels for all products as required for orders.
Receiving shipments and signing paperwork upon receipt.
Maintain accurate record and assist in inventory control.
Ensure invoices are singed and paid for satisfactory deliveries.

Education

Falmouth University (Icon College of Technology and Management)

First Class BSc (Hons) Degree, Computing

2022 - 2023

Internet of Things
Machine Learning & Artificial Intelligence
Network Infrastructure and Design
Network security

Icon College of Technology and Management

Pearson BTEC Level 5 HND, Computing

2019 - 2022

Programming / Data structure & Algorithms / Aplication Development

Networking / Transport Network Design

Professional Practice

Database Design & Development

Internet of Things

Skills

Problem Solving • Time Management • Reliability • Communication • HTML5 • Cascading Style Sheets (CSS) • C++ • Internet of Things (IoT) • Networking