



Gavrilovici DANIELA

Process Administrator

✉ gavrilovici.daniela@yahoo.com

🏠 1853 Strombeek-Bever

🇧🇪 Belgian

💻 Open to remote work

🚗 Driving licence (B)

🚗 Personal vehicle

📞 0487 32 1112

Results-Oriented Process Administrator with 3 Years of Experience in R&D—Connecting Technology with Consumer Insights for Impactful Solutions!

Work experience

Administrator assistant – Randstad Professionals – (Procter and Gamble) Since Jan. 2021
Bruxelles

- **Reception, Research, and Event Support:** Managed administrative and reception services, providing hands-on assistance for the preparation and smooth execution of in-person and online research/events, including technical support.
- **Administrative Assistance:** Supported panel respondents and participants with inquiries, assessed panel health and quality, and handled recruitment and expansion activities to address business needs.
- **Digital Research Services:** Facilitated rapid research processes, including scripting, platform setup, and monitoring.
- **Facility and Technology Maintenance:** Conducted daily, weekly, and monthly maintenance checks on facilities and equipment, ensuring timely repairs and follow-ups.

Administrative employee – H.Essers 1804 Zemst

July 2019 – Nov. 2019

- Implementation and rollout of 5S principles
- Implement new customers – Quality control
- Preparing orders for a pharmaceutical customer
- Inventory management using Excel spreadsheets and SAP, WMS
- Exchanging information with internal and external customers

Administrative employee – Aaxe_clean service & Horeca
1000 Bruxelles

Jan. 2011 – Jun. 2017

Skills

Digital Research Capabilities

- Experienced in facilitating research through scripting, platform setup, and digital monitoring
- Natural affinity for digital tools and social media, with the ability to quickly master new technologies

Administrative Expertise

- Strong background in managing day-to-day administrative tasks and processes

Problem – Solving Skills

- Proactive approach to anticipating issues and devising pragmatic solutions

Computer skills

Graphic Design Software

- Experience with tools such as Adobe Photoshop, Canva, or Illustrator for creating visual content, Camtasia..

Project Management Tools

- Familiarity with software like Microsoft Project for task and project tracking

Digital Communication Tools

- Proficient in using tools like Zoom, or Microsoft Teams for effective communication and collaboration
- Knowledgeable in managing and utilizing social media for marketing and communication purposes
- Understanding of basic web development languages for website editing and content management
- Proficient in using cloud platforms like Google Drive, Dropbox, or OneDrive for file storage and sharing

Microsoft Office Suite

- Proficient in Word, Excel, PowerPoint, and Outlook for document creation, data analysis, presentations, and email management

Computer skills	Data Management Software <ul style="list-style-type: none"> • Experience with databases such as Microsoft Access, Power BI or Qualtrics for data organization and analysis
Assets	Time Management <ul style="list-style-type: none"> • Proven ability to prioritize tasks and meet deadlines consistently • Knowledge of maintenance checks and equipment management for optimal operational efficiency Interpersonal Skills <ul style="list-style-type: none"> • Strong ability to engage and collaborate with diverse internal and external clients • Experience in providing reception and event support for both in-person and online research/events • Dedicated to responding to participant queries and enhancing panel health and quality
Education	<p>LOGISTICS EMPLOYEE IN A LEARNING TRAINEESHIP FOR TRANSPORT Oct. 2018 - Jan. 2019 – VDAB 1800 Vilvoorde</p> <ul style="list-style-type: none"> • File follow-up • Preparing transport invoicing • Administrative and budgetary formalities related to transport • Route planning • Control transport documents (CMR; AWB) • Company operations Navitrans • Follow-up customs administration / registration of customs files • Basic knowledge Air freight <p>Web design and app making – NHA 5981 NK Panningen Mar. 2019 - Dec. 2021</p> <ul style="list-style-type: none"> • Developing and managing websites • Experience with design tools like Adobe XD or Sketch for prototyping and wireframing <p>Diploma in Accounting and Financial Management School Jun. 2005 – Dimitrie Cantemir Economic Romania</p>
Languages	Romanian Dutch French English
Interests	Travelling <ul style="list-style-type: none"> • I like to see cultural awareness and adaptability to new environments Cooking or Baking <ul style="list-style-type: none"> • I like to reflect my creativity an planning skills Photography <ul style="list-style-type: none"> • I like detail and creativity, as well as proficiency with digital tools and software for editing Coding or Programming <ul style="list-style-type: none"> • I like continuous learning and technical skills
Social networks	 @https://www.linkedin.com/in/daniela1gavrilovici