

PERSONAL INFORMATION

Anastasia Frecăuțan

str. Sergiu Rădăuțan str-la 1, casa 2, Chișinău (Moldova)

(+373)60122331

anastasia.frecautan@gmail.com

JOB APPLIED FOR

Data manager (Student Job)

WORK EXPERIENCE

05/2016–08/2016

Operator

Magenta Consulting

- Interaction with customers through filling in the forms
- Completing transcripts of interviews

EDUCATION AND TRAINING

2010–2018

Public Institution Theoretical Lyceum "Nicolae Iorga", Chișinău (Moldova)

2015–Present

Volunteering

- August 3 - August 28, 2015 - "ENABLE" English Language Conversation Project, AIESEC in Chisinau
- October 2015 - May 2016 - "LeaderSHE: Youth Academy of Young Women"
- November 6, 2015 - April 2016 - Volunteer at the Youth Municipal Council in Chisinau
- February 1 - February 27, 2016- English conversational project "ENABLE", AIESEC in Chisinau
- Summer 2016 - volunteer at the VATRA ethno-cultural complex
- 3-5 November 2016 - participant of the "Educational Network Conference"
- One of the organizers of the Volunteer Festival 2016
- June 2016-May 2017 - volunteer at the National Youth Council of Moldova
- June 2016 - June 2017 - volunteer of AO "Along with Children"
- Spring 2017 - volunteer of the Career Fair
- October 2018- present Member of AIESEC Marketing & PR team in Chisinau

2018–Present

Technical University of Moldova

Faculty of Computers, Informatics and Microelectronics
Specialty Information Technology, first year

PERSONAL SKILLS

Mother tongue(s)

Romanian, Russian

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

English	B2	B2	B1	B1	B2
	Toefl B1				
German	A2	A2	A1	A2	A1

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 as a result of participation in AIESEC public speaking training in Chisinau
- team spirit (as a Team Member of the Marketing & PR department, besides writing the articles, I also work with the coordinators to promote AO AIESEC as much as possible)
- good abilities to interact with children, acquired by organizing events for the personal development of children within AO "Along with Children"

Organisational / managerial skills

- analytical thinking developed through the experience of writing articles for AIESEC, Saks Magazine, Volunteer Festival 2016
- good organizational skills gained through organizing the Volunteer Festival 2016 with a team of 15 people
- multitasking capacity developed by organizing a charity concert with AO Municipal Youth Council in Chisinau (organization of volunteers, decorating the place, checking the equipment)

Job-related skills

- the ability to persuade people to complete forms (part time job at Magenta Consulting's research and marketing company)
- meticulousness (creating and discussing ideas on points for promotional posts and articles within the Marketing & PR department, AIESEC in Chisinau)
- the ability to listen and write concurrently, following the completion of transcripts of interviews at Magenta Consulting company

Digital skills

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

Digital skills - Self-assessment grid

- using MS Office (Word, Excel, Power Point), Windows, Internet explorer - intermediate level
- WordPress - intermediate level - 5 years experience - personal blog
- AutoCad - beginner level - 1 year experience - making small sketches within the universtar program