

Emily Pop

Romania | Female | 21

Target MSc: Management

PROFESSIONAL EXPERIENCE

Student Worker - E-commerce Store (2022 - Present)

Monitored online orders, managed inventory, and updated product listings

Handled customer inquiries and complaints, improving service response times

Assisted in preparing sales reports and performance metrics

Intern - Accounting Office (Summer 2023)

Entered invoices and updated financial records in accounting software

Supported month-end reconciliation and reporting

EDUCATION

Bachelor in Business Administration, Babes-Bolyai University, 2021 - Present

Focus on management principles, organizational behavior, and entrepreneurship

Participated in student projects on business process optimization

SKILLS

Business operations, Excel, customer service, basic accounting

LANGUAGES

Romanian (native), English (intermediate)

PERSONAL INTERESTS

Entrepreneurship, professional development, business strategy