

# Elena Popescu

Romania | Female | 22

*Target MSc: Management*

## PROFESSIONAL EXPERIENCE

HR Intern - Multinational Manufacturing Company (Mar 2023 - Jul 2023)

Conducted CV screening and initial candidate interviews for junior positions

Coordinated interview schedules and communicated with candidates professionally

Assisted in preparing HR reports and presentations for management meetings

Sales Assistant (part-time) (2021 - 2022)

Provided customer support and managed daily sales administration

Tracked customer requests and reported performance metrics

## EDUCATION

Bachelor in International Business, Bucharest University of Economic Studies, 2020 - 2023

Focused on management, HR, and organizational behavior

Completed multiple case studies on multinational business expansion

## LANGUAGES

Romanian (native), English (good)

## PERSONAL INTERESTS

Psychology, volunteering, reading, leadership development