

# Matusa Alin



## Professional experience

### IT TRAINER

Logischool Romania | 2022 - present

The objective was to educate children about the fundamental principles of technology and equip them with basic skills to effectively use information technology tools in their everyday lives and environment.

The curriculum focuses on learning technological skills through Scratch, a free programming language and online community that allows children to create interactive stories, games, and animations.

In addition, the program includes engaging activities such as organizing a Minecraft camp, exploring Lego Spike, and experimenting with Microbit.

The educational content covers essential concepts of computer functioning, including compiling, error troubleshooting, and using a simplified scripting language similar to JavaScript called "Technologies StageScript."

### STORE TRAINER

Brico Depot Romania | 2018 - 2022

As a Store Trainer, I had the following responsibilities:

- Ensuring the onboarding process of new employees by creating and implementing an effective integration plan.
- Communicating and overseeing the implementation of procedures within the company.
- Providing guidance and support to customers, answering their questions about our products and services.
- Supervising and coordinating the team, ensuring that they fulfill their tasks properly.
- Planning trainings and workshops with vendors to develop employees' skills and provide them with opportunities for personal growth.
- Evaluating employee performance throughout their tenure, providing feedback, and identifying areas for improvement.
- As a shift manager, I had the responsibility of opening and closing the store, ensuring proper inventory management, and overseeing security.
- Coordinating and supervising the team in carrying out their tasks at the workplace.

These responsibilities were essential for ensuring effective employee integration and maintaining the smooth daily operations of the company.

## Profile Summary

I am an ambitious and persevering person. I enjoy reading and taking hikes in mountain trails. I am organized, dedicated, and passionate about what I do. Recently, I have discovered and started engaging in sports, understanding its importance for my health.

## Contact

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## Skills

- Communication
- Leadership
- Problem-Solving
- Teamwork
- Time Management
- Adaptability
- Technical
- Critical Thinking
- Attention to Detail
- Organizational
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

## Professional experience

### ELECTRICAL DEPARTMENT MANAGER

Brico Depot Romania | 2017- 2018

As a department manager, I had the following responsibilities:

- Providing assistance and accurate information to customers regarding the products and services offered by the company.
- Supervising and coordinating the activities and tasks of my team, ensuring efficient and compliant operations according to company standards.
- Planning inventories and managing stock levels to ensure appropriate product availability for customers.
- Creating promotional catalogs, developing marketing strategies, and promoting the company's products and special offers.
- Creating and implementing planograms for efficient organization and presentation of products in the store.
- Prioritizing the handling and resolution of customer complaints, providing suitable solutions, and ensuring prompt and professional resolution.
- Monitoring and managing service-related issues with equipment or products, collaborating with the technical department or suppliers to efficiently and satisfactorily resolve them for customers.

These responsibilities were crucial for ensuring a positive customer experience, efficient department operations, and increasing customer satisfaction and loyalty.

## Education

### ION HELIADE RADULESCU

Period | 2010 - 2014

- Currently, I am specializing as a trainer at Logischool International School.
- In 2022, I joined a team that prepares specialists in computer science and information technology.