Octav Badiu

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I am a dedicated, hard working young professional who is very passionate about databases management systems and who takes work and education seriously. One of my goals is to constantly grow and improve my skills as a future data analyst. Quality and excellence are at the center of my professional and extra-professional life.

Work Experience

Oracle Corporation - **Bucharest, Romania**
EMEA Recruitment Administrative Assistant (May 2022 – Present)

- Schedule candidates for interviews or assessment days;

- Constantly communicate with Hiring Manager and Recruiters across EMEA to arrange interviews in various formats;

- Post, maintain and update jobs on internal and all external websites;

- Updating the recruitment database. Maintain files for candidates: files creation, maintenance and follow up;

- Maintain company recruitment websites, post available positions and update regularly;

- Keep constant interaction and communication with recruiters in other EMEA countries for ad-hoc needs;

JW Marriott Bucharest Grand Hotel – **Bucharest, Romania**
Front Desk Clerk (Contract: December 2021 – May 2022)

- Process all guest check-ins by confirming reservations, verifying guest identity, requesting form of payment, assigning rooms, and issuing and activating room key;

- Process all payment types such as room charges, cash, checks, debit, or credit cards;

- Process all guest check-outs including resolving any late and disputed charges;

- Run daily reports (number of arrivals, departure, etc.) and identify any special requests;

- Answer, record, and process all guest calls, messages, requests, questions, or concerns;

- Review requests for late check-outs and approve based on occupancy, keep track of any changes (early check-out, late check-out, room transfer, unexpected stay-over) for housekeeping;

Education

Bachelor's degree in Economics (Babes-Bolyai University) **(September 2020 – June 2023)**

Main subjects covered:

- Economics, Statistics, Accounting, Finance, Microeconomics, Macroeconomics

Certificates

Oracle Cloud Data Management 2022 Foundations Certified Associate

Oracle Cloud Infrastructure 2022 Certified Foundations Associate

Data Analytics Pathway Courses
- Python for Data Science and Machine Learning Bootcamp – Currently Enrolled, The Complete SQL Bootcamp 2022: Go from Zero to Hero, SQL - MySQL for Data Analytics and Business Intelligence, Microsoft Certified: Power BI Data Analyst Associate, Oracle SQL Explorer, MySQL:Getting Started, Data Modelling and Design, Big Data Analytics, IT School: Introduction to IT

Skills
- SQL - **beginner**
- PostgreSQL – **beginner**
- MySQL Workbench – **beginner**
- Tableau - **beginner**
- Microsoft Outlook - **advanced**
- Microsoft Excel - **intermediate**
- Microsoft Access - **beginner**
- Microsoft Power BI - **beginner**
- Microsoft PowerPoint - **advanced**
- Active Listening - **advanced**
- Stress Management - **advanced**

Languages
- Romanian – **Native**
- English - **Professional Working Proficiency**