



OCTAVIAN PĂUN

CONTACT

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- Galați, România

EDUCATION

Bachelor's Degree

- Field of Study/Major: Materials Engineering
- Institution Name: Universitatea Dunărea de Jos din Galați
- Location: Galați, Romania
- Dates of Attendance: 2015 - 2019

Additional Course/Training

Programmer Analyst Course:

- Institution or Provider: Danubius College
- Location: Galați, Romania
- Dates of Completion: September 2023 - Present

- Additional Details: Studying Object-Oriented Programming, Web Development, SQL Databases.

The Odin Project:

- Comprehensive web development curriculum covering HTML, CSS, JavaScript, and more.

The Complete 2024 Web Development Camp by Dr. Angela Yu

- Extensive course covering modern web development technologies and frameworks

PROFILE

Highly motivated and adaptable professional with a strong belief in the axiom that "what we do determines the person we become." Proven track record of actively participating in activities that promote teamwork and foster effective leadership skills. Known for being hard-working and determined, with a resolute commitment to overcoming challenges. Recognizes adaptability as a core human virtue and leverages it to thrive in diverse environments.

WORK EXPERIENCE

ICT/AV Engineer

Alewijnse Maine Galați

2023-Present

Key Responsibilities and Achievements:

- Develop and maintain ICT (Information and Communication Technology) and AV (Audiovisual) systems for clients in various industries.
- Design, install, and configure network infrastructure, including switches, routers, and firewalls, to ensure optimal performance and security.
- Collaborate with clients to understand their ICT and AV requirements and provide customized solutions that meet their needs.
- Troubleshoot technical issues related to network connectivity, audiovisual equipment, and software applications, ensuring timely resolution and minimal downtime.
- Conduct system upgrades and enhancements to improve functionality and reliability, keeping abreast of industry trends and best practices.
- Train clients and end-users on the use of ICT and AV systems, providing comprehensive instructions and documentation for seamless operation.
- Collaborate with cross-functional teams, including project managers, technicians, and vendors, to deliver integrated solutions that exceed client expectations.
- Maintain accurate documentation of system configurations, network diagrams, and support procedures to facilitate troubleshooting and future maintenance.
- Utilize E-plan Electric and Pro Panel as primary tools for electrical design and panel layout, ensuring efficient and accurate project execution.

2021-2023

Founder/CEO

BoostYou Online

Key Responsibilities and Achievements:

- Founded and established BoostYou Online, a website building company specializing in providing comprehensive digital solutions for clients across various industries.
- Lead all aspects of business operations, including client acquisition, project management, and team leadership.
- Developed and implemented strategic plans to drive business growth, expand client base, and increase revenue streams.
- Collaborated with clients to understand their specific needs and preferences, delivering customized website solutions that exceed expectations.
- Managed a team of designers, developers, and content creators to ensure timely project delivery and exceptional quality of work.
- Cultivated long-term relationships with clients through excellent customer service, communication, and ongoing support.
- Stayed abreast of industry trends and emerging technologies to continuously enhance service offerings and maintain a competitive edge in the market.

E-commerce Manager

2020

Passage Foods

Key Responsibilities and Achievements:

- Manage day-to-day operations of the e-commerce platform, including product listings, inventory management, and order processing.
- Implement marketing strategies to drive traffic and sales, such as email campaigns, social media promotions, and PPC advertising.
- Analyze sales data and customer feedback to identify opportunities for improvement and growth.
- Ensure compliance with regulatory requirements, such as consumer protection laws and data privacy regulations.
- Collaborate with cross-functional teams, including marketing, IT, and customer service, to optimize website performance and user experience.
- Achieve cost optimization by identifying efficiencies in the supply chain, logistics, and fulfillment processes.

Facility Administrator

2016-2019

Computer Generated Solutions (C.G.S)

Key Responsibilities and Achievements:

- Oversee facility operations, including maintenance, security, and compliance with safety regulations.
- Develop and implement procedures to ensure regulatory compliance and adherence to industry standards.
- Manage budgets and expenses related to facility maintenance, utilities, and repairs, optimizing costs while maintaining quality standards.
- Coordinate with external contractors and vendors to schedule repairs, renovations, and equipment installations.
- Conduct regular inspections to identify potential hazards or issues and implement corrective actions as needed.
- Streamline administrative processes to improve efficiency and reduce administrative overhead.

SKILLS

Technical Skills

- Proficient in Object-Oriented Programming (OOP)
- Experience with Web Development technologies: HTML, CSS, JavaScript
- Familiarity with SQL databases and database management
- Knowledge of E-plan Electric and Pro Panel for electrical engineering design

Leadership and Management Skills

- Effective team leadership and management
- Strategic planning and business development
- Project management and coordination

E-commerce and Digital Marketing Skills

- E-commerce platform management
- Digital marketing strategies: Email campaigns, social media promotions, PPC advertising
- Data analysis and interpretation for sales optimization

Facility Operations and Management Skills

- Facility operations oversight and maintenance
- Regulatory compliance and safety standards implementation
- Budget management and cost optimization