

Cover Letter

📞 +373 69740392

✉️ RomanSirghii@gmail.com

📍 Moldova, Chisinau.

I would like to express my interest in the front-end internship program that Endava is hosting this September. I believe that my previous experience, although in a different field, paired with my detail-oriented mindset will serve Endava well. Furthermore, I genuinely believe that I would be an asset and valuable addition to not only the team, but the whole company if given the chance to be a part of the internship program.

The previous year, I attended the Tekwill course on Full Stack Web Development out of personal curiosity. From that point, I started developing different apps in Google Apps Script that would assist me in my day-to-day work. It became more of a hobby that I would enjoy in my free time.

A few words on what Endava will acquire by accepting me to this internship: An accuracy-oriented and dedicated individual with a pro-active approach and the crucial ability to operate both independently and in a fast-paced team environment. Having worked as a Trainer for most of my career, I am thoroughly acquainted with the process of learning and/or teaching in a fast-paced environment.

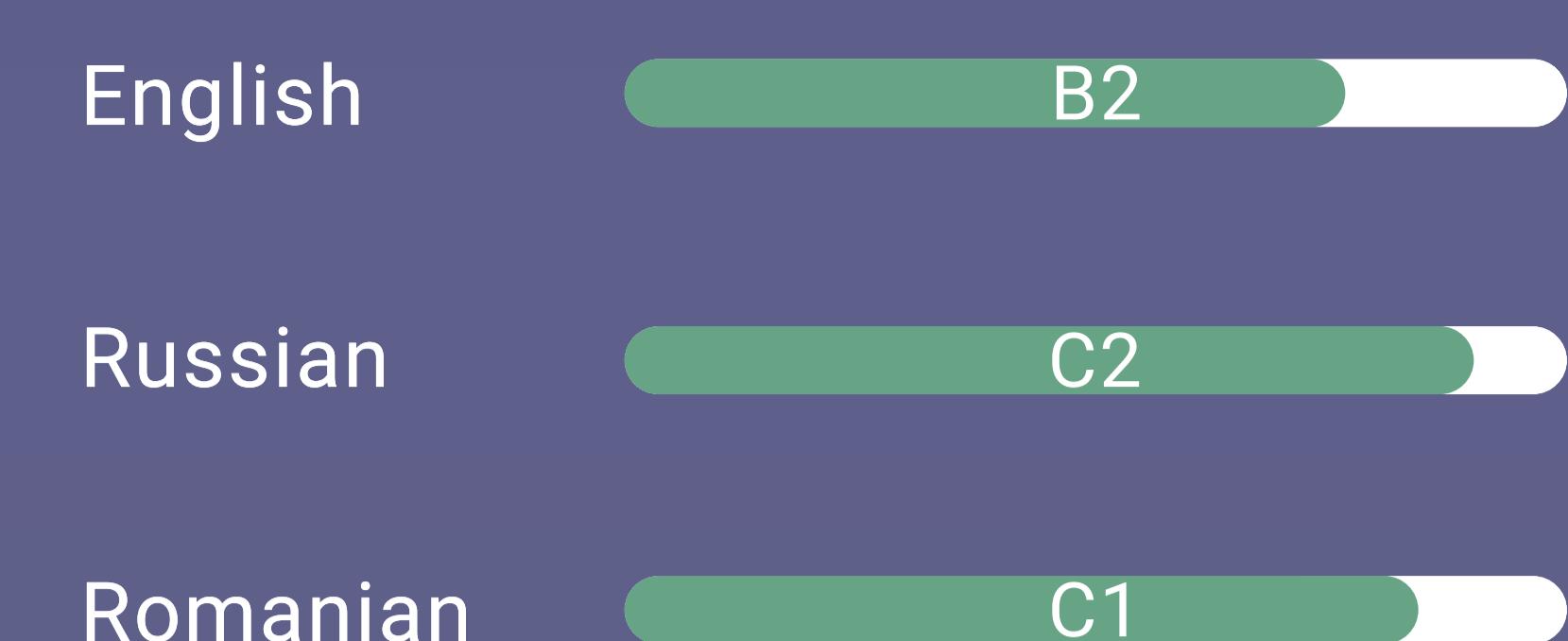
I am seeking a challenging but rewarding in terms of experience internship, which is why I was drawn to this exciting opportunity. It would be amazing to meet and further discuss the internship opportunities and to prove myself as an asset for Endava.



Sirghii Roman

+373 69740392
RomanSirghii@gmail.com
Moldova, Chisinau.

LANGUAGE



SKILLS

- Google Workspace
- HTML/CSS/Bootstrap - Basic
- JavaScript - Basic
- Internet Literacy
- MS-Office
- Figma - Basic

PERSONAL SKILLS

- Team work
- Communication
- Creativity
- Organisation
- Management
- Problem Solving
- Tech Savvy
- Stress Resilience
- Leadership
- Teamwork



WORK

EXPERIENCE

Nov 2018 ● **Training and Development Specialist**

Present KIVORK

- Offer specific training programs to help workers maintain or improve job skills.
- Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.
- Conducting interviews and filtering candidates for open positions.
- Perform administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment.
- Develop strategies for better workplace efficiency and goal achievement.
- Evaluate employee performance and identify hiring and training needs.
- Coach and support new and existing employees.
 - * Refund Quality Control
- Create reports, analyze and interpret data, like revenues, expenses, KPI.
- Provide oversight and direction to the employees in the operating unit in accordance with the organization's policies and procedures.
- Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback.

Jan 2018 ● **Training Department Supervisor**

Nov 2018 International Travel Network

- Accomplishes department objectives by managing staff; planning and evaluating department activities.
- Monitor, evaluate, record training activities, program effectiveness.
- Select and assign instructors to conduct training.
- Evaluate modes of training delivery, such as in-person or virtual to optimize training effectiveness, training costs.
- Conducting interviews and filtering candidates for open positions.

Jul 2016 ● **Ticketing Training Specialist**

Dec 2017 International Travel Network

- Develop alternative training methods if expected improvements are not seen.
- Assess training needs through surveys, interviews with employees, focus groups, and/or consultation with managers, instructors or customer representatives.
- Screen, hire, and assign workers to positions based on qualifications.
- Attend meetings and seminars to obtain information for use in training programs, or to inform management of training program status.

Sep 2015 ● **Ticketing Agent**

Jun 2016 International Travel Network

- Issuance and verification of E-tickets.
- Assisting the Travel Agents with Information regarding the passenger's reservation.
- Exchanging, revalidating the E-ticket in case of a schedule change or voluntary change.
- Charging the passenger's credit card accordingly to the service provided.



EDUCATION

2020 ● **Tekwill** Full Stack Web Development Course

Credential ID 09-20-0374-WD-G4

2012–2015 ● **Universitatea de Stat din Moldova** Psychology



HOBBIES AND INTERESTS

- Basic app creation using google Apps Script/HTML/CSS.
- Reading.
- Music.
- Gaming

Social

[Linkedin.com/in/RomanSirghii](https://www.linkedin.com/in/RomanSirghii)

+373 69740392

Poma C.

Recommendation Letter

langhe Eduard

 +1 323-802-9446

 langhe9@gmail.com

 USA, Los Angeles, CA.

langhe Eduard,

Former Training & Development
Department Manager
ITN, Moldova

It is my pleasure to provide this letter of recommendation for Roman Sirghii. As Roman's Manager at ITN I can claim that he met my highest expectations as a Trainer. He used his abilities with excellence to deliver amazing results in the role of a Training Specialist.

Although I had the pleasure working with Roman as his superior, I had the opportunity to observe him while he was in the position of a Ticketing Agent. With no doubt he brought a smile to my face with his genuine creativity and problem solving. I would say that Roman's most impressive quality is his ability to break the most complex problems down to the core and solve them efficiently.

He proved his value as a Training Specialist by developing new training techniques that increased productivity of the training.

He always strived towards excellence. The results he achieved were never enough for him.

I would like to thank Roman Sirghii for all his dedication and time that he gave towards the Training department. Please contact me in case of any questions regarding Roman's past work.

langhe Eduard

 +1 323-802-9446

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Recommendation Letter

Narijnii Alexandru

 +373 69 918081

 Anem27@gmail.com

 Moldova, Chisinau.

Narijnii Alexandru,

Training & Development
Department Manager
KIVORK, Moldova

I recommend Sirghii Roman to any position that he will apply for. He has proven himself a Rock Star Employee, here in KIVORK.

Although it saddens me that he decided to resign, I do respect his decision and wish him only the best in his new adventure.

I met Roman in the University, we both attended the Psychology faculty. Throughout our friendship Roman displayed a high level of wit, creativity and analytical thought.

But not until he was promoted to a Ticketing Training Specialist he shined the brightest. He showed great commitment and discipline.

He had my highest recommendation when KIVORK was looking for a Training Specialist, I knew at that moment, that we had to get him.

While working with him in KIVORK Roman showed great commitment and discipline to the point that there was no need for any supervision, so he became an Independent Trainer and assisted the company with anything that was needed, which was not limited only to the excellent training he provided.

Narijnii Alexandru



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