**RODICA MUSTEATA**

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| Professional Summary |  |  | Detail-oriented and analytical professional transitioning into software testing, with strong experience in team leadership, quality control, and client communication. Skilled in manual testing, bug reporting, SQL, and testing documentation. Proven ability to manage teams, deliver accurate reporting, and uphold quality standards. Currently completing a Computing Science diploma and specialized training in Software Testing. | |
| Skills &Technologies |  |  | **Software Testing:** Manual Testing, Test Scenarios, Test Documentation, Test Planning, Bug Tracking (Jira, Bugzilla, YouTrack)  **Programming & Web Technologies:** Java, PHP, Python, HTML/CSS, Web Security, Internet of Things (IoT)  **Tools & Environments:** Postman, SQL, Excel (Pivot Tables), Web Developer Tools, Notepad++  **Database & Infrastructure:** MySQL, Database Management  **Process & Project Management:** Agile methodologies, Jira, Quality Assurance, Specifications Analysis  **Other:** Microsoft Office 365, Financial Reporting, Document Management  **Soft Skills:** Attention to detail, analytical thinking, problem-solving, team collaboration, stakeholder communication | |
| Experience |  |  | ELIZABETH SCHOOL OF LONDON, UK,MARKETING AGENT (Remote) SEPTEMBER 2024-PRESENT • Developed and executed marketing campaigns to promote university programs  • Managed content across digital platforms and tracked engagement metrics  • Supported student recruitment events and performed market analysis REDSPEED RIDER LTD, ABINGDON, UK/ SECRETARY SEPTEMBER 2020-2024  * Management of company files and documents * Ordering and maintaining supplies * Forming professional relationships with other companies (Accounting Firm, Car Rental Firm, HMRC, Car Insurance Firm)  FIRE CREDIT SPA, IASI, ROMANIA/ FINANCIAL COSTUMER ADVISOR |ITALIAN COMPANY | 2015 – 2018 • Assisted clients with debt recovery and financial consultation  • Managed customer data and communications via phone and email  • Used internal databases and CRM tools for case tracking VS COMUNICATION SPA, IASI, ROMANIA/ TEAM LEADER | 2014-2015 • Supervised a 30-person team; monitored KPIs and created Excel reports  • Provided performance coaching and handled customer issue resolution  • Trained new agents and reported directly to management in Italy MAX MARA FASHION GROUP, REGGIO EMILIA, ITALY/ QUALITY CONTROLLER | 2009-2014 • Conducted quality inspections on garments, ensuring alignment with product specifications  • Worked with design and production teams during collection pre-launch  • Participated in international fashion events and catalog visual coordination |
| Education |  |  | ****Elizabeth School of London**** Level 5 Diploma in Computing Science Expected July 2025 – Northampton, United Kingdom Alexandru Ioan Cuza University of Iași Faculty of Geography and Geology July 2009 – Iași, Romania | |
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| Courses |  |  | Manual Software Testing and introduction to Automated Testing (2023) • Fundamentals: Testing types, models, and levels  • Tools: Jira, YouTrack, Bugzilla, Postman, Web Dev Tools, Notepad++  • Technical: SQL, FTP/SSH, Software architecture basics  • Practical: End-to-end project simulation, test planning, bug lifecycle  • Exposure to mobile testing and automation basics  Digital DSLR Photography Course – Iași, Romania (2021): Photography techniques, visual composition, editing in Photoshop  Human Resources – Inspector/Referent – Iași, Romania (2015): Employment law, recruitment principles, salary and tax documentation | |
| Languages |  |  | • Romanian – Native  • Russian – Native  • Italian – Professional  • English – Professional proficiency  • French – Intermediate | |
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