

Andreea Minascurta

Dublin, County Dublin

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089 415 8927

Administrative specialist with over 10 years of experience in office related jobs, providing support to Managers, with a demonstrated history of working in various areas of industries (healthcare, HR, retail, service, and distribution). Skilled in Microsoft package, data entry, reception, office admin, and basic accounting, highly organised and capable to multi-task.

Being the first point of contact for the company I have gained most valuable customer service experience, while dealing with confidential information I have proven a high level of discretion and integrity. Versatile, vibrant personality, with a "can do" attitude and proactive approach, I am capable to boost morale in workplace and to create strong relationships based on trust and mutual respect. Self-motivated with the ability to react to a demanding working environment.

Skills

- Proficient in Word / Excel / PowerPoint / Outlook / database
- Strong attention to detail
- Excellent customer service & communication skills
- Organisational skills
- Languages: Romanian – native, French – intermediate

Work Experience

Receptionist

Cabra Dental - Dublin

August 2020 to Present

Duties: Greeting and welcoming visitors
 Booking appointments
 Answering emails, phone calls and sorting post
 Billing and maintaining patient records
 Processing payments (cash/credit cards)
 Submitting claims (medical cards and PRSI)
 Ordering/purchasing office stationery.

Sales Assistant

Musgrave Operating Partners Ireland Ltd - Dublin

March 2020 to April 2020

Duties: Assisting customers with any queries
 Ensuring the store's stock is constantly replenished
 Facing the merchandise on the shelves
 Helping other staff with deliveries
 Reporting complaints to a manager or supervisor.

Front of House

AlphaPix Ltd - Dublin

November 2019 to January 2020

Duties: Taking orders from the customers in a fast-paced environment
Managing payments (cash/credit cards) and opening/closing float
Updating stocks
Cropping photographs
Offering exceptional customer service at all times.

Assistant Manager

Plastics Bavaria Equipment & Systems (Industrial Machinery Supplier & Service Provider) – Brasov, Romania

November 2016 to May 2018

Duties: Responsible for bookkeeping, filing, drafting contracts
Managing purchase orders, invoices and deliveries, employers' timesheets
Creating improved database system using Excel
Assisting the Service Department Manager in all stages of projects (cranes, forklifts, and tools hire, equipment purchases, contract negotiation etc.) and keeping track for the service engineers' tickets
Organising Manager's agenda and completing financial reports
Diary management, organising flights and accommodation for CEO and the mechanical engineering team
Event organiser for events hosting 200+ people (Plastics Forum in 2017)
Reception duties, meeting and greeting people at events
Managing office supplies and orders, managing the annual inventory.

Administrative Assistant/ Assistant Manager

Pro Expert (HR Office) – Brasov, Romania

November 2012 to December 2015

Duties: Providing admin support for European Funded Projects
Recording timesheets, holiday reports and payroll, updating accounts
Handling SPSS database and generating reports accordingly
Handling and registering students' documents for the Company's courses
Managing acquisitions, stocks and annual inventory
Improved Company's storage systems (on paper & digitally)
Generating reports and presentations for the General Manager on request
Organising agenda and taking minutes of meetings
Planning and managing protocol aspects of General Manager's official meetings.

Receptionist

Dentalmed (Dental Clinic) – Brasov, Romania

May 2007 to February 2012

Duties: Maintaining patient records on a database
Following up on undelivered patient files
Arranging appointments
Updating Company's website

Education

October 2004 to February 2007

Master Diploma in Demography & Population Studies

University of Bucharest

October 1999 to June 2003

Bachelor in Cultural Heritage in Paper Restoration

University of Bucharest

September 1994 to June 1998

Diploma in Leaving Certificate Equivalent

Gheorghe Lazar National College - Bucharest, Romania

Diplomas/Certifications

- June – December 2017 – Interior Design – Brasov, Romania
- February – May 2016 – Project Management – Brasov, Romania
- September 2008 – January 2009 – Basic Accounting – Brasov, Romania
- October – December 2008 – HR Management – Brasov, Romania

Licence

Irish driving licence

March 2019 to March 2029 – Categories A, B. Driving licence since 2009.

Groups

October 2018 to 2021

Treasurer & member of the Committee of the PA of Scoil Choilm CNS

Supporting the Chairperson organising different events (trips, quizzes, coffee mornings)

Organising fundraising together with the school staff and PA's members

Handling petty cash

Lodging/redrawing money into/from the PA's bank account

Writing financial reports for the BOM and the Department of Education (who funded one of our projects)

July 2018 to 2020

Member of the Royal Canal Clean-Up

Monthly cleaning of the Royal Canal walk (Castleknock group)

Hobbies/Interests

I am passionate about nature, photography, drawing & painting, architecture, interior design, literature, philosophy, and technology. I am curious about the world and I am interested in learning at least a little bit of everything.

Thank you!