



ȚăRANU CăTăLIN

Age 24 from Piatra Neamț

Contact details

Email: catalin96katta@gmail.com

Tel: +40743626846

Address:

Professional experience

Experience by
departments

Office / Back-office / Secretarial: **3 years and 7 months**

Apr 2016 - Oct 2019

3 years and 7 months

Data entry operator - Global Remote Services

Piatra Neamț | Office / Back-office / Secretarial | IT / Telecom

Checking the quality of teammates' work, using Excel
Classification of documents according to their type, in a company software

Acquired skills and knowledge:

Attention to details, Microsoft Excel

Education

2019 - present

Undergraduate - Link Academy

Web design | remote

Adobe Photoshop , Adobe XD , Adobe Illustrator CC , Copyright , Search Engine Optimization (SEO), Digital Marketing

2018 - 2019

Undergraduate - Link Academy

Web development | remote

PHP , HTML/CSS , JavaScript , WordPress

2015 - 2018

Bachelor's degree - Alexandru Ioan Cuza University

Management | Iasi

Skills

General skills

Microsoft Office, Adobe Photoshop, HTML5/CSS3, Wordpress, Bootstrap, javascript/jquery

Skills from work experience

Attention to details, Microsoft Excel

Foreign languages

English - Advanced

Other info

Certifications

Digital Nation

period Nov 2019 - Jun 2020

Certificate of Completion - Learn to code (HTML/CSS , PHP , Wordpress ,Bootstrap ,