

**Crina Fonoage**

Profesor invatamant primar / Primary School
Teacher @ Liceul Teoretic Eugen Pora Cluj
Napoca

Cluj-Napoca, 40 years, Female

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PROFESSIONAL EXPERIENCE

Liceul Teoretic Eugen Pora Cluj Napoca in Cluj-Napoca, Romania

Profesor invatamant primar / Primary School Teacher

November, 2017 - August, 2022 | 4 years 9 months | 3000 RON / month

Develop and implement the learning activities with students, also involving and collaborate with the parents.

Organizing extra-curriculum activities (trips, visits) and parent-teacher meetings.

Selecting and creating the appropriate resources for teaching, so that is compatible with student interest, following the established objectives from the lesson plans.

Implementing the personal portfolio with the required documents.

Creating and delivering online courses with the students during the lock-down, teaching in an organized manner. Counselling the parent and students about the used programs, apps, helping with technological issues that had occur. Some of the used apps are: Google Classroom, Meet, Jamboard, Quizizz, ClassDojo, Liveworksheets, Worwall etc.

Certificate "Definitivat" in 2021.

Course "Step by Step" modules attended during summer vacation)
at "Centrul pentru Educație și Dezvoltare Profesională Step by Step", Bistrița (Romania).

Course „Să gândim logic împreună cu copiii” July 2019
at Colegiul Național Gheorghe Șincai,, Cluj-Napoca (Romania)

Bancpost . (Cluj-Napoaca) in Cluj-Napoca, Romania

Referent casier /Teller - Cashier

August, 2015 - November, 2017 | 2 years 3 months

Cashier services(cash collections, cash payments, transfers).

Managing the client bank accounts - deposits, opening/closing accounts, updates client information in data base and other specific operations.

I have worked with CRM, made cross-selling and counseling the clients about their operations.

Managing the bank vault, the cash flow, the ATM and the client's renewed, blocked, captured, stolen or lost cards.

Finding the best resolution for the specific demands or problems of the clients.

MELLON ROMANIA . (București) in Cluj-Napoca, Romania

Reprezentant comercial/ Sales Support

March, 2013 - July, 2015 | 2 years 4 months

Sales Support North Area at

Mellon Romania, for ERB Retail Service, Cluj Napoca (România).

Within this role I offered support for the North-West area sales-team and also for the Regional-Manager and Area Sales Managers by implementing the activity reports, sales analyzes. Delivering the requested document or forms to the on-field sales-agents. Organize and schedule, along with the Area Sales Manager, of interviews for the vacant positions of Frond Desk Agents. Complete and update the work-hours monthly for the entire N-W team. Reporting to HR Department accurate and on time spreadsheets for the salary payment.

BT Capial Partners SA in Cluj-Napoca, Romania

Broker financial services

March, 2006 - February, 2013 | 6 years 11 months

Financial Investment Services Agent (ASIF)
BT Securities SA, Cluj Napoca (România) - curently "BT Capital Partners"
During DecemberMarch 2013:
Buying- selling securities trough company`s transaction platform on Bucharest Stock Market (BVB), maintaining a professional relationship with clients, growing the company portfolio by reaching to new clients, presenting the investment strategy. Participating in stock-meetings and deciding along with the team the steps and the actions for growing and best maintaining the business.

During: March 2006-December 2008
Archiving and verifying the client`s transactional files and document. Reporting to the supervisor about eventually missing or needed files to complete the folders. Actualizing the data-base with the client's new data, when needed.

Courses:
Financial Investment Services Agent -, Bucharest Stock Market (BVB)
Central Depository Operator.

Sevda Impex (Constanța) in Cluj-Napoca, Romania

Sales assistant





March, 2005 - February, 2006 | 11 months

Sales of jewelry and small decorations;
Counseling clients for acquisition of the wanted products.
Encashment using the cash-register, inventory, primary accountancy;
Administration goods and values, reception of the goods and labeling them.
Organizing, maintaining in order and arrange the displays of the shop.

ABOUT ME

I have a calm and peaceful personality and I like to improve myself by learning new and up to date skills. I gained experience in sales, stock-markets, finance and education within my previous jobs. I had a respectful relationship with the teams I worked with. I am emphatic and tolerant, but also motivated to complete tasks and objectives that where required by the employer, or even by myself. I have a creative thinking and I appreciate a creative enviroment where ideas are evaluated as valuable. I always ask myself to put in the best that I can do at work.

JOB TYPE PREFERENCES

Location		Time & Pay	
Remote & Home work		Full-time employment	

On company premises



Part-time employment



Specialist (Coach / Recruiting agent) paid by hour & project based

**MINIMUM EXPECTED SALARY (MONTHLY/NET)**

4.550 ron

**COACH AREAS OF EXPERTISE****Education / Training / Coaching**

Life Coaching



Business Coaching



Relationship Coaching

**Human resources**

Learning & Development

**Finance / Accounting**

Personal Finances



Management Financiar

**RECRUITMENT / AGENT DOMAINS****Industries**

Administrative / Secretarial



Call center / Client service



Finance / Accounting



Education / Training / Coaching

**EDUCATION****Computer Science**, Courses / Conferences, Online**Software Development Academy (București)**

2022 - present | 0 year

Html, Css, JavaScript (OOP, ES6), Git, Frameworks: bootstrap.

Desing: Figma, Anima, AdobeXD.

Pedagogy, University (graduate), Cluj-Napoca**Universitatea Babeș-Bolyai**

2016 - 2019 | 3 years

Accounting, University (graduate), Cluj-Napoca**Universitatea Spiru Haret**

2005 - 2008 | 3 years

Arts, High School / Vocational School, Cluj-Napoca

Liceul Romulus Ladea

1996 - 2000 | 4 years

SKILLS

handle children's problems

cooperate with colleagues

assist in the organisation of school events

apply company policies

apply conflict management

teach arts principles

guarantee students' safety

work in an organised manner

customer service

consult students on learning content

prepare lesson content

facilitate teamwork between students

recognise indicators of gifted student

assessment processes

observe student's progress

children's physical development

maintain students' discipline

English

assess students

learning difficulties

primary school procedures

assist students with equipment

developmental psychology

assist children in developing personal skills

keep records of attendance

perform playground surveillance

demonstrate when teaching

work with virtual learning environments

maintain relations with children's parents

encourage students to acknowledge their achievements

SPOKEN LANGUAGES

Romanian	native
English	advanced

OTHER SKILLS

I have a driving licence ✓