

## PERSONAL INFORMATION



## CRISTINA FLORENTA IONITA

📍 Baia de Aries street 9 , bld 10 , staircase 1 , 1sh floor , apartment 5 , Militari neighborhood, 060803 Bucharest (Romania)

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## WORK EXPERIENCE

08/2015–06/2017

## General manager of hotel

Central Hotel Takasaki

Gunma Ken , Yashima 263 , Takasaki Shi, 370-0849 Takasaki Shi , Gunma Ken (Japan)

[www.centralhoteltakasaki.com](http://www.centralhoteltakasaki.com)

1. Checking the check in / check out documents for all the clients.
2. Representing the employer in terms of advertising and international relations.
3. Overseeing and verifying the staff responsible for cleaning.
4. Organizing different events for foreign clients.
5. Translations from Japanese to English written / spoken in foreign customer relation

Business or sector Hotel - Other service activities

07/2013–07/2015

## Room maid

Central Hotel Takasaki

Gunma Ken , Yashima 263 , Takasaki Shi, 370-0849 Takasaki Shi , Gunma Ken (Japan)

[www.centralhoteltakasaki.com](http://www.centralhoteltakasaki.com)

1. Cleaning and sanitation of individual accommodation.
2. Cleaning and sanitation of the common use areas , reception hall , front desk , common sanitary groups , receptions and conferences rooms , elevators , etc .
3. In the interval between 10 - 14 oclock , the daily norm was 10 - 12 rooms.

Business or sector Hotel - Other service activities

01/2008–02/2013

## Economist

S.C. Ines Instal S.R.L.

26 Calea Cringasi street, Bucharest (Romania)

[www.inesinstal.ro](http://www.inesinstal.ro)

1. Drafting and checking internal / external accounting documents related to clients and suppliers .
2. Representing the employer from an economic point of view in relations with the institutions of the Romanian state and with the clients.

Business or sector Construction , arhitecture and sanitary / thermal engineering

10/2004–06/2012

## Lawyer - legal professional

S.C. Ines Instal S.R.L.

26 Calea Cringasi street, Bucharest (Romania)

[www.inesinstal.ro](http://www.inesinstal.ro)

1. Editing and drafting all service contracts and the various annexed documents regarding the employers relations with the clients.
2. Defending the employers interest in customer relationships.

**Business or sector** Construction , arhitecture and sanitary / thermal engineering

09/2004–12/2007

### Administration department manager

S.C. Ines Instal S.R.L.  
26 Calea Cringasi street, Bucharest (Romania)  
[www.inesinstal.ro](http://www.inesinstal.ro)

1. Drawing up and implementing plans of management , marketing and logistics for a good development and functioning of the employer.

**Business or sector** Construction , arhitecture and sanitary / thermal engineering

01/2002–04/2004

### Director executive

S.C. Inter Grup Construct S.R.L.  
Libertatii Boulevard, Bucharest (Romania)

1. Tasks to verify and organize all internal departments of the company.
2. Administrative and legal relations with beneficiaries and suppliers.
3. Representations at various national and international expositions.

**Business or sector** Construction of gasoline stations and sales of building materials

06/1996–07/1997

### Office clerk

S.C. Dorebanti S.A.  
Calea Dorobantilor nr 5-7 street, 010551 Bucharest (Romania)

1. Various activities.

**Business or sector** Hotel - Other service activities

## EDUCATION AND TRAINING

01/2007–12/2007

### Registration decision in the Bucharest County Counselors Chart

Union of Colleges of Legal Advisers in Romania, Bucharest (Romania)

Level of studies : Improvement

Specialization : Legal

08/2005–09/2005

### Certificate course of management of quality for small and medium enterprises

S.C. Calit - Eco - Rum S.R.L., Bucharest (Romania)

Level of studies : Improvement

Specialization : Internal Auditor for implementation of full quality management system for small and medium enterprises according to the standard EN ISO 19011 / 2002 .

07/2005–08/2005

### Certificate course of management of quality for small and medium enterprises

S.C. Calit- Eco -Rum S.R.L., Bucharest (Romania)

Level of studies : Improvement

Specialization : Implementation of full quality management system for small and medium enterprises according to the standard SR EN ISO 9001 / 2001 .

06/2000–08/2004

### University degree license

The Romanian Academy of Sciences and Arts Gheorghe Cristea - the Faculty of Law, Bucharest (Romania)

Level of studies : University

Specialization : Law

#### 05/1997–06/1997 **Certified merceologist and commerce**

Administrative Economics High School No 1 Virgil Madgearu, Bucharest (Romania)

Level of studies : Certified

Specialization : Administrative Economics Commerce Area

#### 01/1993–06/1997 **High School Diploma**

Administrative Economics High School No 1 Virgil Madgearu, Bucharest (Romania)

Level of studies : High School

Specialization : Accountancy and Commerce

### PERSONAL SKILLS

Mother tongue(s) Romanian

#### Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C2	C2
Japanese	C2	B1	C2	C2	B2
Spanish	B1	B1	B1	B1	B1
Turkish	A1	A1	A2	A2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

#### Communication skills

Communication skills :

- responsible ;
- communicative ;
- a good spirit team ;
- organized ;
- able to work with any kind of people in any conditions ;
- ability to carry out any type of tasks .

#### Organisational / managerial skills

Responsability for organization and promotion of various events , with practical sense of organizing them in a timely manner nd according to the requirements.

#### Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

I know very well a lot of programs and not only.

I have knowledge of editing photos , audio and video messages , videos , all being acquired as a

hobby , or operating systems Windows.

I know in detail the Microsoft Office suite , as well as : ACDSee Photo , Studio Ultimate ver 2018 , CorelDRAW , GIMP 2 , Photo Filtre , Picassa 3 , PowerPNT , Slideshow Creator , etc.

I can easily access online information and use them as they do in any field.

Driving licence    B