

PERSONAL INFORMATION

Clipa Adriana



str.Florilor 312, Chişinău (Moldova)

060955026

clipa.adriana@mail.ru

WORK EXPERIENCE

29/11/2017–18/08/2018

Office Manager

- organising meetings and managing databases
- booking transport and accommodation
- organising company events or conferences
- ordering stationery and furniture
- liaising with staff, suppliers and clients
- implementing and maintaining procedures/office administrative systems
- delegating tasks to junior employees
- organising induction programmes for new employees
- ensuring that health and safety policies are up to date
- assisting the organisation's HR function by keeping personnel records up to date, arranging interviews and so on

03/09/2018–11/2018

Administrative secretary

- managing office space/premises
- dealing with company/staff insurance policies
- managing contractual arrangements with suppliers/customers
- financial and HR administration
- maintaining current awareness about company law
- keeping a register of shareholders and liaising with them on behalf of the company

EDUCATION AND TRAINING

01/09/2007–31/05/2015

Gimnaziul Pruteni, Pruteni (Moldova)

01/09/2015–31/05/2019

Colegiul Naţional de Comerţ al ASEM, Chişinău (Moldova)

PERSONAL SKILLS

Mother tongue(s)

Moldavian

Foreign language(s)

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

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