



# LAPUGEANU CLAUDIA

Age 46 from Bucuresti/ Sinaia, married

## Contact details

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## About me

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strong, quiet, patient, stress-resistant, joyful

## Professional experience

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### Experience by departments

Administrative / Logistics: **21 years and 11 months**

**Oct 1996 - Aug 2018**  
21 years and 11 months

### External Relations Expert - Embassy of Japan in Romania

Bucharest | Administrative / Logistics | Administrative / Public Sector

Secretariat, Administrative Service.

Negotiation of utility contracts, preparation of import / export documents, various acquisitions, stationery supplies, bookkeeping of Romanian staff, cooperation with the Embassy's cultural department, cleaning at the Embassy when necessary.

**Net salary:** 1500 EUR

## Education

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**2009 - 2009**

### Bachelor's degree - Hypeion

Contabilitate si Informatica de Gestiune | Bucuresti

## Skills

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### General skills

Microsoft Office, Microsoft Excel, Microsoft Outlook, Microsoft Publisher, Microsoft Photo Editor, Microsoft PowerPoint

## Foreign languages

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English - Medium

## Other info

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### Hobbies

children, flowers, gastronomy, painting, travels

**Driving license**

Category B

acquired on 17 Apr 2000