

CRISTINA LUCA

CONTACT



Newbridge
Kildare



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EDUCATION

Adult and Further Education Centre Newbridge

Advanced Business Studies

QQI Level 6

2019 – 2021

Relevant modules:

- *Manual bookkeeping*
- *Computerised accounts*
- *Advanced Spreadsheets*

eCollege

*ACCA Diploma in Accounting and
Business Foundation level*

QQI Level 6

2017 – 2020

Honours Bachelor of Science Degree in Engineering NFQ Level 8

*University of Agricultural Sciences and
Veterinary Medicine "Ion Ionescu de la
Brad" Iasi*

2000 – 2005

Relevant components:

- *Foundations in accounting*
- *Company's accounting*
- *Company's finances*

SKILLS

Attention to detail

Communications

Spreadsheets proficient

TAS Books

SAGE 50

Web Authoring

Team leadership

Customer Service

Conflict Management

Languages: English (*C1), French
(*A2), Italian (*A2), Spanish (*A2)

(*Common European Framework of
Reference for Languages)

PROFESSIONAL PROFILE

A highly motivated and detail orientated professional that recently completed the ACCA Diploma in Accounting and Business course. Currently studying Advanced Business Studies QQI Level 6 at Adult and Further Education Centre Newbridge. I am now looking forward to using my skills and knowledge in the workplace.

EMPLOYMENT HISTORY

Brambles | Sales Assistant

2014 - 2016

Transferable skills: processing cash and card payments, inventory control, time management, communications, teamwork, conflict management, customer service.

Profile Business Consulting | Project Manager

2012 - 2013

Achievements: Coordination of a project approved by the Ministry of Regional Development and Public Administration: 'INCUBATOR and BUSINESS CENTER Supporting Small and Medium Enterprises' (co-funded by the Romanian Government and the European Union)

Profile Business Consulting | Funds Consultant

2010 - 2013

Responsibilities: writing project proposals and implementing projects co-funded by the Romanian Government and European Union for SME's.

LUCRIS EUR COMPANY LTD | Bookkeeper

2008 – 2009

Responsibilities: Assisting the accountant of the company by manually filing the day books: sales and purchases daybook, cash book and inventory control.

SINERGIS | Funds Consultant

2005 – 2008

Achievements: I participated in the implementation of more than 50 projects co-funded by the Romanian Government and European Union.

REFEREES

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