



CONTACT

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EXPERTISE

- Powerpoint – good skills**
- SAP – very good skills**
- Office Word/Excel – good skills**
- Diary Organization – good skills**
- Foreign Languages – very good skills**
- Customer Service – very good skills**

Diana Popescu Tortel

**SALES, EXPORT &
MARKETING ASSISTANT -
French/English/German
Italian/Romanian**



PROFESSIONAL STATEMENT

I have a multi-cultural background and I appreciate the variety of the missions.



EDUCATION

Master 2 Degree

**ECEMA Business School /Lyon, France/11-12
Marketing & International Commerce.**

Master 1 Level & Bachelor's Degree

Jean Moulin III University/Lyon, France/04-06

Foreign Languages, Civilisation and Culture Italian/German

Bachelor's Degree

Karl Franz University/Graz, Austria /00-04

Specialization in Foreign Languages French/Italian



WORK EXPERIENCE

● **Commercial Assistant for Germany and Switzerland**

AOSTE Food Industry/20016-20020 - Lyon

Orders registration – Quality Follow up – Claims – Sales service – Interface with Supply Chain /Factories/Transporters

● **Executive Assistant & Administration (French)**

AXEL GESTION –IT Provider/2013-2015 - Lyon

**Follow up of subscriptions for Software IT - Providers SAGE&CEGID
Invoicing of yearly subscriptions
Reminders – Planning – Realization of training programs with OPCA**

● **Commercial Assistant (Italian /English)**

NIBE FOYERS France- Wood stoves/6 months 2013 - Lyon

**Management of monthly statistics - sales administration,
Marketing - Website update - Creation of sales and document tools.**

● **International Coordinator - Marketing Communication**

CEGID-IT FRENCH PROVIDER- Internship/2011-2012 - Lyon

**Operational organization of trade fairs (France & International)
Newsletters for the Clients & Retailers (Distributeurs)
Interface bt. Partners & International Retailers
Documents & Sales support - Update of Intranets Cegid & Web Sites**

● **Commercial Assistant (German/English)**

CENTROSOLAR FRANCE – Photovoltaïque /2009-2011 - Lyon

**Customer Service - Technical quote control
Interface with Factory /Transporters
Bank Documentary Credit Letter - Organization of small Trade Fairs
Marketing Operations - Benchmarking**



KEY WORDS

EXPORT DOCUMENTARY

L/C

INCOTERMS

TRANSLATION
(EN/FR/GE/IT/RO)

INTERFACE with
factory/forwarder/supply
chain

OFFICE ADMINISTRATION

SALES ASSISTANT

MARKETING operations
Logistic

COORDINATOR for
RETAILERS

UP DATE WEB SITES

- **Sales & Export Assistant (German /English)**
CERAMIQUES MARAZZI – Luxury Tiles & Ceramics /2007-2008 - Lyon
Sales administration-Customer Service
Bank Documentary Credit Letter - Export documents
Interface with Factories/Transporters/Forwarders
Maintain the client database

- **Import-Export Assistant (German/Italian/English)**
CABRIOLET DU MONDE – Luxury 2nd Hand Cars /2006-2007 - Lyon
Purchase Orders - Proforma Invoices
Travel organization - Translation - Office administration

- **AXA Insurance Assistant for Trucks&Cars**
TRUCKS ASSISTANCE INTERNATIONAL/AXA-Insurance/2005-2006 -Lyon
In charge with the realization of insurance files for companies and drivers
Solutions and breakdown services - Translation

- **BOBST -International Sales Representative**
BOBST Corrugated carton packaging/2020-2022 -Lyon
Procurement and Sales Department- Contracts -Order Confirmations
DVE France -Dubai - REAL ESTATE AGENT
December 2022 - until now



HOBBIES *Travels and cultural visits*

Read books

Theater & Opera, Music

Sport & Yoga

Fashion & Wellness