







## CONTACT

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**+33 (0)6 27 48 40 60**

## 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 Univesity/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 – Photovoltaique /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

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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 2<sup>nd</sup> 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**
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## HOBBIES

*Travels and cultural visits*

*Read books*

*Theater & Opera, Music*

*Sport & Yoga*

*Fashion & Wellness*