

FELICIA BOGHIU

CALGARY, AB | (780) 237-3217 | BOGHIUFELICIA@GMAIL.COM

PROFILE

A creative and enthusiastic life-long learner with an educational background in Communications and extensive professional experience in Digital Marketing, Content Management, and Administrative Support.

SOFT SKILLS

Interpersonal Communication
Adaptability & attention to detail
Teamwork & collaboration
Organization & resourcefulness
Critical & analytical thinking
Problem-solving skills
Confidentiality & professionalism

TECHNICAL SKILLS

Hootsuite 
Hubspot 
Canva 
Asana 
WordPress 

LANGUAGES

English, Romanian, Spanish, Russian

INTERESTS



EDUCATION

2011 - 2014

Moldova State University

Communications

March 2020

CodeOp

Full Stack Development Bootcamp

EXPERIENCE

March 2020 - Present

Content Manager & Podcast Producer

ASEB (Alzheimer's Services of the East Bay)

- Support the host throughout the conceptualization & oversee the production process.
- Guest research and scheduling.
- Direct, edit and distribute audio/video materials.
- Sustain an online presence on Social Media.
- Took the initiative to build & maintain a website for ASEB's CEO and deploy it on Netlify.

September 2021 - Present

Office Administrative Assistant

TaraNova Real Estate (Calgary, AB)

- Greet clients, answer the telephone and make follow-up calls.
- Prepare correspondence, schedule meetings, and make travel arrangements.
- Prepare real estate forms and documents.
- Maintain electronic and paper filing systems.
- Manage a client database and prepare reports.
- Design marketing & promotional materials.
- Create email campaigns via MailChimp.