
Stefan Sarbu

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I am an energetic, ambitious individual with a practical approach to problem-solving and a drive to see things through to completion. I have strong technical skills as well as excellent interpersonal skills. I enjoy designing creative, modern websites and graphics. I am a highly motivated person who is eager to learn and to be challenged in order to improve my professional IT skills and communication.

EMPLOYMENT**Cazaban 57 Association**

Address: Oradea, Romania

Dates of Employment**Sep 2014 – Jul 2017****Job Title**

President

Key Responsibilities

- Processed payments to suppliers.
- Ensured the association's statute was respected at all times.
- Verified the decisions of the executive committee were accomplished in a timely manner.
- Involved in staff recruitment at all stages of the process.
- Approved the priority order and the maintenance plan for general building repairs.
- Represented the association in ongoing contracts and relationships with third parties.
- Supervised the fulfillment of civic obligations.
- Managed the executive committee, administration and staff.
- Dealt with appeals, complaints and inquiries from residents and company administrator.
- Responsible for authorizing all company documentation and supervised the contractual clauses.

Key Achievements

- Improved the relationships between residents, residents' association and government institutions.
- Represented the residential association in two civil trials against the city of Oradea for breach of regulations and successfully won.

Partner at FunMaps.ro
Oradea, Romania

Dates of Employment
March 2015 - March 2016

Job Title

Events Promoter

Key Responsibilities

- Developed strategic marketing plans to cover all available avenues of advertising in advance of the event.
- Worked closely with the event producers to ensure the highest possible profitability.
- Collected, reviewed, inputted accurately data, and verified the output.
- Identified and resolved event related errors.
- Liaised with clients, promoters, and internal departments.
- Generated interest for events such concerts, festivals, parties, shows.
- Created and published content for website.
- Promoted website across various social network channels.

Key Achievements

- Managed to develop a growing fan base and bigger event attendance.
- Increased the traffic to the website by 22% and successfully expanded the reach of events online by reaching out to several collaborators, complimentary brands and media partners.

EDUCATION AND TRAINING

2018 - Digital Web Design Course - Kerry ETB, Ireland.

2008 - Certificate of training program - University of Oradea, Romania.

2006 - BA (Econ) - University of Oradea, Romania.

2000 - Certificate of Senior Programmer Analyst - Don Orione Highschool, Romania.

IT SKILLS

- Hardware and software debugging.
- Word, Excel, PowerPoint, Windows OS and software installation.
- Adobe Photoshop, Illustrator and Dreamweaver.
- Corel Video X6, WordPress, Drupal, QMX and Aegis.
- HTML, CSS, JavaScript and JQuery.

REFERENCES: On Request