

PROFILE

Professional with vast **coordination and project management experience**, in both media and IT driven work spaces. Currently enrolled in **Web Development Bootcamp** with Lighthouse Labs, learning **full-stack** skills and technologies.

SKILLS

- **Languages:** JavaScript, SQL, HTML/CSS, Ruby
- **Frameworks/libraries:** NodeJS, Express, ReactJS, Axios, AJAX, jQuery, EJS, Material-UI, Bootstrap, SASS, ProgresSQL, Rails
- **Testing:** Mocha&Chai, Storybook, Jest, ESLint
- **Complementary platforms:** GitHub, GitHub Pages, Microsoft Office (Excel, Word, OneNote), Jira, Confluence, SharePoint, PowerApps, Axure, Adobe Suite (Photoshop, Illustrator, After Effects)
- Agile methodologies, manual testing, bug management, coordination, management
- Team player, attention to detail, problem-solving, time management, pro-active
- Language skills: proficient English, intermediate French and Italian, native Romanian

EDUCATION

Professional Training:

- **Web Development Bootcamp**, in progress, Montreal (Lighthouse Labs)
- **Certified Tester Foundation Level**, 2020, Montreal (ISTQB)
- **SQL Basics for Data Science**, 2020, Montreal (Coursera)
- **Learn JavaScript**, in progress, Montreal (Codecademy)
- **Front End Fundamentals with JavaScript**, 2019, Montreal (Lighthouse Labs)
- **Certified trainer**, 2009, Bucharest (Romanian National Council of Adult Professional Development)

Masters Degree, Audio-visual communications, 2013

National Academy for Political and Administrative Studies, Bucharest, Romania

Bachelor of Journalism, 2008

University of Bucharest, Faculty of Journalism, Bucharest, Romania

PROFESSIONAL EXPERIENCE

Audit Sales Coordinator **SweetIQ Analytics - Montreal, Canada**

Apr 2017 - Jan 2020

- Reported bugs, liaised with sales and development team for platform inaccuracies or improvements (Jira)
- Managed audit reports for team and management use (Excel sheets, Microsoft PowerApps, PowerBI, HubSpot)

Online Sales Coordinator
LULU Software - Montreal, Canada

Aug 2016 - Mar 2017

- Ensured timely delivery of projects by prioritizing and sprint planning bi-weekly - managed projects calendar to follow up on progress (Excel+OneNote)
- Assisted sales team by coordinating day-to-day implementation of tasks - creation, follow up, unblocking, mediate last minute additions or delays (Jira)

Website Editor
Business Review Magazine - Bucharest, Romania

Jun 2015 - Jun 2016

- Automated newsletter sending process, reducing its creation time by 60%
- Edited video materials for advertising campaign (Adobe After Effects, Illustrator)

Website Moderator & Support
Telus International Europe - Bucharest, Romania

Oct 2014 - Jul 2015

- Moderated reported content on an international video hosting website and provided technical support in French and English

Media Coordinator / Office Assistant
Bill&Melinda Gates Foundation - IREX - Bucharest, Romania

Mar 2009 - Feb 2014

- Managed online communication channels (website, blog, Facebook, Ushahidi crowd-sourcing map and other support channels)
- Produced/edited multimedia materials (photo/video editing, graphics using Adobe Creative Suite: Photoshop, Illustrator, After Effects)