

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

Jun 2015 - Jun 2016

Business Review Magazine - Bucharest, Romania

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

Website Moderator & Support

Oct 2014 - Jul 2015

Telus International Europe - Bucharest, Romania

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

Media Coordinator / Office Assistant

Mar 2009 - Feb 2014

Bill&Melinda Gates Foundation - IREX - Bucharest, Romania

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