

Roxana Neacșu



Work Experience

Otoro Sushi

Arnhem, Netherlands
February 2022-Present

Delivery Driver

Working part-time during my University studies

Marine Engineering - DAMEN

Galati, Romania
June 2018 - July 2021

Administrative Assistant

As part of the administrative support team for a ship design company, some of my tasks included:

- Coordinating communications between our company and foreign partners ;

- Organising and ensuring a smooth process for the company's business delegations outside the country;

- Keeping a close track of the employees' activity, using Microsoft Excel to compute, sort the data and showcase the information in a structured, easy to follow manner;

- Organising end-of-project surveys and creating Microsoft Excel tables to display the results;

- Translating and creating documents and company communications for internal use in English and Romanian.

CONTACT

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Website: roxananeacsu.com

EDUCATION

Graphic Design Bachelor's Degree

ArtEZ University of the Arts

Arnhem, Netherlands

September 2021 - June 2025

Romanian Baccalaureate

Al. I. Cuza National College

Galati, Romania

September 2011 - June 2015

Philology-English Bilingual Specialisation

CERTIFICATIONS

Driver's Licence - B category

ECDL (European Computer Driving Licence)

Seven modules, ensuring an excellent understanding of general IT and use of the Microsoft Office package, including Word, PowerPoint, Excel, Access.

Cambridge Certificate in Advanced English

C2 Level - Proficiency

SKILLS

Intermediate coding knowledge in HTML, CSS, and JavaScript.

Adobe Indesign

Adobe Illustrator

Adobe Photoshop

Adobe Premiere Pro

Adobe After Effects

Adobe Audition

Basic understanding of 3D Blender