



Teodorina Lungu

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● ABOUT ME

On the axis of my time, the purpose of the base and growth and continuing education. I face every challenge with pleasure and leave it successfully. Most of the skills are due to work experiences and people who trusted my potential.

Skills:

Authentic Digital Creator and Strategist, with a demonstrated history of working in the Marketing field. Targeting, Analytics and content management. Strong administrative professional experiences obtained during my career path. Secure creative content skills and graphic design techniques, learned during freelance work. Peculiar adapted knowledge for maintaining customers satisfied and some psychological tricks to grow a market. My soft skills are my business card.

Proficiency:

Business Development/ Advertising / Marketing / PR

Basic aptitudes:

Facebook Ads, Google Analytics, Google Adwords, PPC, SMM & Email Marketing, Customer Quality, CRM.

● WORK EXPERIENCE

FLASHSTART – CESENA, ITALY

TECH & MARKETING, SEO INTERNSHIP – 06/2025 – 09/2025

Cyber Security DNS tech support

Internet filtering for malware and threats based on AI for MSPs, ISPs sales

SEO and marketing assistance

Data CRM input

TECH FIREFLY – REMOTE, LISBON, PORTUGAL

GOOGLE CONTENT AND YOUTUBE ADS MODERATOR – 01/07/2022 – 02/06/2025

Content moderation AI Training Program for Google, YouTube.

Verify the related advertising and develop processes to support content and compliance.

Tech Firefly drove me to a unique experience and continues to lead me to build strong analytical & communication skills, attention to details, and a commitment to excellence.

GRUPPO 8 S.R.L. – FORLI

EXECUTIVE ASSISTANT – 02/01/2024 – 31/08/2024

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Maintaining comprehensive and accurate records
- Performing minor accounting duties
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answering phone calls in a polite and professional manner
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters

- Drove impactful Meta advertising campaigns, achieving measurable ROI and exceeding client KPIs.
- Managed and optimized Meta ad budgets, delivering strong results for diverse businesses.
- Implemented data-driven A/B testing and audience segmentation for enhanced campaign performance.
- Cultivated exceptional client relationships, consistently achieving high satisfaction through clear communication.
- Proactively resolved advertising challenges, demonstrating a strong solution-oriented approach.
- Developed and delivered Meta advertising training, ensuring optimal campaign effectiveness.
- Applied quality assurance principles for accurate and compliant Meta campaign execution.
- Utilized analytical skills to diagnose and resolve performance related problems within Meta Ad platforms.

 LONDON FOSTER REALTY LLC – MIAMI, UNITED STATES

ONBOARDING MANAGER & SMM – 28/02/2018 – 30/05/2022

Find and allowing customers to meet success by ensuring account implementation. Educate them on the ways to use products or services in a smooth, hassle-free manner and meet their success by ensuring account implementation.

- accounting (bank account verification, reports, salary calculation)
- marketing (working on social media, creating flyers and business cards in photoshop , admin work in wordpress , etc.)
- content creator & data base (CRM , wix , DBPR)
- organising training sessions and business meetings
- problem solving through phone calls with the agents and realtors

 SEED FORUM – CHISINAU, MOLDOVA

OFFICE & EVENT MANAGER – 01/10/2016 – 30/07/2017

- Logistics, control and keep documents attesting Hub activity
- Team leading & management
- Organisation of multiples Events/Projects/Workshops
- Contacting potential residents and communicating about the benefits of the Hub services
- Recruiting and onboarding
- External / internal correspondence, archiving, supplier selection in procurement processes and ensuring relationships with them
- Public relations
- Maintenance of computers
- Relations with suppliers

● EDUCATION AND TRAINING

19/12/2024 – CURRENT Cesena, Italy

SENIOR TECHNICIAN EXPERT IN DEVOPS PRACTICES FOR THE DEVELOPMENT ITS Academy Olivetti

Deployment and management of applications in a Cloud environment – Cloud Devops (CESENA)
Applied Technologies in Higher Technician Software Developer, Computer Systems Networking and Telecommunications

Operation 2024-22899/RER CUP – E81J24000420007

Website <https://itsolivetti.it/> |

Field of study Database and network design and administration , Software and applications development and analysis

● LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
RUSSIAN	C2	C2	C2	C2	C2
ITALIAN	B1	B2	A2	B1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Begginer JavaScript for WebDevelopment | Begginer HTML/CSS | NO SQL | Knowledge of SQL. | Google Drive | Python Language - Basic knowledge | Database : MySQL(basic) | WordPress and Wix | Outlook | Organizational and planning skills | Google Docs | Zoom | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Google ADS & Facebook ADS | Microsoft Excel | Microsoft Office | Social Media | Data Gathering, Data Visualisation, Data Analysis | Lead Development for Potential Customers | Adobe (Photoshop, InDesign, Dreamweaver) | Proficiency in Canva application | Adobe Photoshop, InDesign, various online graphic tools | SOFT SKILLS

VOLUNTEERING

Chisinau

GLOBAL SHAPERS

*Vicecurator

The GSC is a network of young people driving dialogue, action, protect and change our planet.

What this imply:

- Team management
- Event and Project coordination
- Organisation of trenings, meetings, webinars, etc
- Recruiting