



Sandutiu Luminita - Mariana

Date of birth: 30/08/1996

Nationality: Romanian

Gender: Female

CONTACT



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<https://twitter.com/home>

ABOUT ME

I'm looking for a nother job and a different position. Felling capable of assuming more responsibility in an psychology and wellbeing , I would like the challenge of applying new concepts in real life.
I'm a hard working type of person , I enjoy team work.

WORK EXPERIENCE

05/09/2015 – CURRENT Romanian Bucharest, Romania

General office administrator Sandutiu Cezar

Assistant Office Manager Job Skills and Qualifications

- Experience managing budgets or working with numbers is a must
- Experience ordering and maintaining supplies is a plus
- Outstanding communication skills, both in written and verbal communication
- Leadership skills, including the ability to delegate, supervise and see tasks through from start to finish
- Project management experience, especially of projects involving complex problems and multiple competing interests and factors, is essential.

I have a recommendation from the CEO of the company.Which recommends me for my future job.

Business or Sector Construction | **Department** Office administration |

Address Ilfov. Com. Mogosoaia str.Bascului nr.13, 077135, Romanian Bucharest, Romania | **Email** sandutiu.cezar@yahoo.com

LANGUAGE SKILLS

MOTHER TONGUE(S): Romanian

Other language(s):

English

Listening B2

Spoken production B2

Reading B2

Spoken interaction B2

Writing B2

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

ADDITIONAL INFORMATION

Driving Licence

Driving Licence: B

Education

01/01/2025

Work and Organisational Psychology MA

In 2025/2026 a master program (Work and Organisational Psychology MA).

01/10/2019 – 18/08/2023

Bachelor's degree in Psychology and Education Sciences, Spiru Haret University, Bucharest Graduate diploma

Within the faculty of psychology, orientation and counseling in sour and private, separate from the university, practice in the clinical field at the hospital Prof. Dr. Alexandru Obregia under the guidance of Clinical Psychologist Dr. Alexe Elisabeta. Recommendations from teachers of statistics and organization.

15/09/2017 – 25/07/2019

Graduate Diploma in Post-secondary Studies in Pharmacy, Carol Graduate diploma

In post-secondary education , practice in pharmacies Sensiblue ,Dr.Max.warehouse merchandise arrangement, stock management, product packaging.

15/09/2011 – 25/07/2016

Graduate diploma, Technical College of Architecture and Public Works "ION N. SOCOLESCU Graduate diploma

Involvement in projects such as: CAD (3D computer projection disign graphics), certified in computer skills, house project plans , Halloween event involvement.

Hobbies and interests

Hobbies

In my free time, I like to travel, write books, develop my artistic side. I also like to keep up to date with news, both nationally and internationally. Also passionate about involvement in projects, learning foreign languages and African and Arabic cultures. I am also passionate about neuroscience research, articles, magazines, psychology films and documentaries.

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- Experience in Python development: 3■■python■■

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- ABOUT ME section

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- ■■■: Leadership skills, including the ability to delegate, supervise and see tasks through from start to finish ■■■: Experience leading technical projects and mentoring junior developers