**Istratii**

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**Date of Birth: June 28, 1989 Height: 162 cm Weight: 50 kgs**

**Personal Information** Nationality: Moldavian

Marital Status: Single

Date and Place of birth: June, 28th 1989, Chisinau, Moldova

* Languages: Fluent in Romanian, Russian, English, Spanish and

Portuguese, Italian -initial level

* Height: 162
* Weight: 50

**Contact**

**Career Objective** Seeking a responsible job with an opportunity for professional challenges. To use my skills in a best possible way in achieving the company`s goals also to enhance my professional skills in a dynamic and fast paced workplace.

**Strengths**

* Problem solving skills
* Numeracy skills
* Written and verbal communication skills (built up through essays, presentations and coursework during my time at school/college, and through replying to email queries during my office work placement)
* Strong customer service skills (developed through retail work experience)
* Excellent telephone manner (built up through work experience involving reception work and answering phones)
* Self-motivation and ability to take the initiative
* I.T. skills including experience in Microsoft Office (Word, Excel, Powerpoint)
* Punctuality and time-keeping
* Able to take on responsibility
* Good organisation, with attention to detail (organised a charity fundraising event)
* Teamwork skills (worked well as part of a team in previous summer office experience)
* Quick learner, keen to learn and improve skills.

**Academic Qualification**

September 1997- May 2000Primary school Nr.12

September 2000- May 2005Lyceum “Ginta Latina” Baccalaureate

Degree.

September 2005-June2009 Courses of foreign languages “Lingvoaspect”

September 2009-May 2013 University of European Studies of Moldova,

Faculty of Law.

**Professional Experience**

* **“The Center for Educational Excellence (CEE) campus-wide center”**
* San Diego - California
* May 22, 2010 - Sep 09 2013
* Administrative Assistant/Secretary

* **Job duties and responsibilities:**

**1.** Planning and execution of faculty and organizational

development events in consultation with CEE director and

program coordinator.

**2.** Assisting events related registration, preparation and execution

all of program forums.

**3.** Designing event environment, scheduling rooms, selecting

menus, coordinating with campus offices such as Banquets and

Catering/Campus scheduling.

**4.** Providing updates to these offices about any changes in set up

plans.

**5.** Assists with event marketing by creating flyers and electronic

media display advertisements.

**6.** Assists with maintaining the CEE website.

**7.** Manages the day to day activities in the office such as greeting

visitors to the CEE offices, answering incoming calls and email

**8.** Oversees the preparation of materials for workshops,

presentations, conferences and committee meetings.

**9.** Oversees all post-event activities including summarizing

feedback from event participants, recording attendance in the

database.

**10.** Assists the program coordinator with organizing various inter-

and intra-departmental meetings, prepares agendas, records etc.

**11.** Assists with the special projects as needed.

**12.** Provide service by facilitating collaboration among curricular

programs and student services, and partners with a variety of

campus departments.

* “**Gaslamp Events Management Inc”**
* San Diego – California
* May 18– Sep 07
* Event assistant promoter ( coordinator)

* **Job duties and responsibilities:**

**1.** Coordinate details of events such as conferences, weddings,

birthdays, anniversaries, bottle service (night clubs), surprise parties,

trade shows, sales meetings, business meetings, employee

appreciation events and virtual events.

**2.** Calculate budgets and ensure they are adhered to.

**3.** Book talent, including musicians, bands, and disc jockeys.

**4.** Select chefs or catering companies to prepare food for event.

**5.** Sample food and select dishes for menus.

**6.** Visit venue to plan layout of seating and decorations.

**7.** Schedule speakers, vendors, and participants.

**8.** Coordinate and monitor event timelines and ensure deadlines are met.

**9.** Initiates, coordinates and/or participates in all efforts to publicize

event.

**10.** Edit and design promotional materials.

**11.** Prepare presentations.

**12.** Develop and oversee fundraising events.

**13.** Negotiate and secure event space.

**14.** Secure sponsorships.

**15.** Work with printer and designer to develop event invitations.

**16.** Create invitee list.

**17.** Send out invitations and manage RSVP list.

* + - * **Westfield UTC Mall, Nordstrom.**
      * La Jolla, San Diego – California,
      * Feb 2nd, 2012 - Sep 12th, 2013
      * As a beauty advisor/retail salesperson.
      * **Job duties responsibilities:**

**1.** Meet sales goals while offering personalized customer service and maintaining long-lasting relationships with customers.

**2.** Working with our guests to help them select and purchase the most appropriate merchandise for their needs.

**3.** Perform makeup applications, skincare analyses, and product demonstrations for our guests.

**4.** Providing an exceptional experience for all MAC, Clinique, Lancome, Estee Lauder Beauty guests.

**5.** Sells customers as many appropriate products as possible.

**6.** Asks customers about any skin allergies and makes them aware of any products they should avoid.

**7.** Operates a cash register, credit card machine and computer.

**8.** Makes follow up phone calls to customers and verifies that they are satisfied with the products they purchased.

* + - * **“Law Corporation of Ronald B. Laba”**
      * San Diego – California,

Nov 11, 2013 – Sep 3rd , 2015

* + - * As a receptionist (secretary)
      * **Job duties responsibilities:**

1. Answer phone calls and redirect them when necessary.
2. Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
3. File and update contact information of employees, customers, suppliers and external partners.
4. Support and facilitate the completion of regular reports.
5. Check frequently the levels of office supplies and place appropriate orders.
6. Make travel arrangements.
7. Document expenses and hand in reports.
8. Undertake occasional receptionist duties.

* **“HDPhone” SRL/ “Spot Funding” LLC**
* Moldova – Chisinau/Brooklyn NYC

Sep 09, 2014 – Jan 31st 2016 (part time job)

* Caller, financial advisor.
* **Job duties responsibilities:**

**1.** Provide investment advice across a variety of financial products

and services or choose to specialize in a few selected products

and services.

**2**. Providing financial products and services on the phone on

the one hand and customers on the other.

**3.** Finding potential clients and help them to plan on getting line of

credit, short-term and long-term loan, cash advances with a low

monthly payment. Also consolidation and refinancing.

* + - * **“Butcha Steakhouse&Grill” Restaurant**
      * UAE, Dubai

June 14th , 2016 – till now

* + - * Guest Relation Executive
      * **Job duties responsibilities:**

**1.** Welcomes and seats guests in a friendly and efficient manner and

provide support to the restaurant floor staff.

**2.** Welcomes and seat restaurant customers in a friendly and efficient

manner and provide support to food & beverage service staff ensuring

maximum.

**3.** Ensures ultimate customer satisfaction and seating capacity is achieved.

**4.** Maintains an effective reservation system to maximise the potential.

number of covers and to meet customers required needs.

**5.** Actively engages with colleagues and customers at all times

**6.** Able to take details of function requests and pass onto manager.

**Personal Attributes**

* **Strong verbal and interpersonal skills:** Able to communicate clearly and effectively and at the appropriate level with various types of people
* **Leadership/Influencing others:** Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
* **Problem solving skills:** Identifies the root causes and breaks the problem down into the key issues.
* **Self-motivated/Self-managed/Self-starter:** Self driven, self-motivated and enthusiastic.
* **Analytical and conceptual thinking:** Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities.
* **Flexible/Adaptive/Resilient:** Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations.
* **Team player:** Able to work effectively with others to achieve an optimal outcome. Able to interpret the feelings, unspoken concerns, desires, strengths and weaknesses of others.
* **Strong written communication skills:** Able to express in a written form the key information in a succinct and professional manner.
* **Energy and enthusiasm:** Excited, positive and motivated to be involved and get started.
* **Creative/innovative/initiative:** Able to go beyond what the situation requires and act before being asked.
* **Customer focus:** Able to set priorities and evaluate options on a business and community basis.

**Hobbies & Interests**

* Foreign languages (Russian, Spanish, Italian, English, Portuguese).
* Determination activities (running, tennis, swimming, yoga, pilates).
* Travel ( exploring different countries and their culture, religion and tradition).
* Cooking (Attend cooking classes and practice cooking for friends and family, plan meals and enjoy receiving feedback and improving recipes).
* Reading ( books about philosophy and psychology).
* Writing.