



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Project manager

Despre mine

Hobbies and interests:

- Stock market
- International relations
- Psychology
- Informational technologies
- Hiking
- Snowboarding

Experiența profesională

Programs Director · Student Adventure

Iulie 2009 - Iunie 2019 · 10 ani

- Managed work and cultural exchange and programs for students and youth from Moldova and Ukraine
- Created sales strategy, and managed the sales team
- Developed strategic plans and initiatives
- Oversaw HR training, coaching, mentoring, waging and staff retention
- Created and implemented work procedures for employees
- Managed a staff of 22 people
- Maintained and improved company's database
- Created financial reports for company's owners and international partners
- Created company's budget, monitored it throughout the year, verified actual data vs budget
- Managed day-to-day activities of the company
- Negotiated and signed cooperation agreements with US sponsors, and other international companies, providing cultural exchange and/or work programs for youth and students
- Communicated with Moldovan and Ukrainian government representatives concerning implementation of new programs and legal framework
- Maintained and developed relationships with employers and companies from USA, France, Germany, UK, and Australia. Communicated with them concerning recruiting of applicants, job placements, work permits, and applicants' arrivals
- Participated and represented the company at World Youth and Student Travel Conference (2011 in Barcelona, 2013 in Sydney)
- Cooperated with accounting department for data collection and

👤 40 ani
♂ Masculin
📍 Chișinău
💰 20 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Ucraineană** · Mediu

Permis de conducere

Categoria: B, C
Cu automobil personal

processing

- Drove specification, scheduling, status and review processes
- Communicated with Consulates concerning visa application process for applicants
- Organized job fairs for applicants with employers and sponsor organizations
- In high season worked under pressure, within short deadlines
- Observed all laws, regulations and other applicable obligations

Programs manager · Student Adventure

Noiembrie 2005 - Iulie 2009 · 3 ani 8 luni

- Recruited, registered applicants for the Work and Travel program
- Verified eligibility (student status, criminal record, medical condition), assessed English level
- Helped applicants to select a job
- Scheduled applicants for the visa interview
- Held pre-departure orientation meeting.
- Handled upset applicants and/or parents with calm in case of job cancellations or difficulties throughout the program
- Informed applicants about program rules, foreign and Moldovan laws related to the programs they participate in

Studii: Superioare

Academia de Studii Economice din Moldova

Absolvit în: 2007

Facultatea: Finante

Specialitatea: Banci si burse de valori