



CURRICULUM VITAE

Personal data

First name: Georgiana

Last name: Zarnescu

Residence: Via Le Fornaci, 8/B, Rapolano Terme (SI)-Italy

Telefono: 351/8900472

E-mail: zgeorgiana14@yahoo.com

Birthdate: 14.11.1979

Work experience: 03.03.2018-21.06.2019-administrative assistant at PRAMAC(multinational company). Tasks:

Customer service, call management, entry of purchase orders, invoices management, flights reservations, company fleet management, back and front office activity, proof-reading/translation of all documents needed for international meetings(translation, terminology research and other related activities).

01.11.2016-15.01.2018-concierge desk at GSK, multinational pharmaceutical company. Tasks:

Visitor registration, incoming calls management, data-entry(providers, survey report), mail management, back and front office activities

05.03.2014-30.10.2016- receptionist at "La Vigna" farmhouse. Tasks:

Management of front and back office, reservations, check-in, check-out, tourism sites(booking.com, tripadvisor, flipkey,) handling complaints-problem solving, website management, preparation of advertisement material, use of Wordpress, translation of documents and website.

10.04.2009-14.03.2012- sales assistant at KrotonGres2000 Industrie Ceramiche

Tasks:

Foreign market management(Germania,Francia,Austria,USA): incoming calls management,emails,preparing advertisement material,participation in national fairs, sales/marketing, customer service,process orders,identifying and assessing customer's needs to achieve satisfaction,problem -solving activity

15.08.2009-08.09.2009-interpretat at Pizzo Greco-Congresso Mondiale del Naturismo

15.03.2006-21.08.2008-translator and interpretat at Pizzo Greco Fkk

Tasks:translation of emails(Italian-English and vice versa),translation of website ads,promotion,all needed documents,proof-reading,revision of documents

15.09.2000-15.06.2004 English teacher-Elementary school

Education:

-High-school diploma

-3 years of University(Foreign Languages)

Abilities and skills

Language:Italian:native

Language- English:excellent(written and spoken)

Language- French:excellent(written and spoken)

Language- Spanish:good(written and spoken)

Language- Romanian:native

Language-German-good level

Excellent knowledge of Microsoft Office:Word,Excel,PowerPoint,Microsoft Publisher,Access,Outlook

Daily use of Gmail,Google,social:Facebook,Twitter,Pinterest,Linkedin,Skype

Oracle(ERP),CatTools ,MateCAT

-Excellent organization skills,ability to work on deadlines.

-Genuine interest in the language industry.

-Highly conscientious and committed to the highest standards of professional service.

-Ability to relate well to people of different cultures.