



CRISTINA IONITA

Assistant Manager



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Bucharest, Romania



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SKILLS

Fast Learner

Intuitive

Communication Skills

Emotional Intelligence

Detail Oriented

Teamwork Skills

Leadership Skills

Computer proficiency.

Project Management

LANGUAGES

English

Full Professional Proficiency

French

Limited Working Proficiency

Spanish

Limited Working Proficiency

INTERESTS

Writing

Reading

Yoga

Photography

Mountaineering

Listening to music

Learning foreign languages

WORK EXPERIENCE

Assistant Manager

Real Team Promotion SRL

02/2018 - Present

Advertising agency

Bucharest

Achievements/Tasks

- Provide optimal assistance to the General Manager and handle a variety of tasks.
- Act as a liaison between: Sales, customers and Marketing (follow-up, providing feedback, etc.).
- Coordinate daily customer service operations (sales process, orders and payments).
- I improved the existing supplier relationship and added new suppliers to the business.
- By adding new suppliers, (most of the partners from other countries like: Hungary, Poland, Spain, Portugal and Italy), I've managed to increase the number of clients for the business, offering a new line of products, better prices and better quality, plus achieving resource optimization.

Secretary-Treasurer/ Erasmus + "Youth Exchange" Coordinator

Balkan History Association

10/2019 - Present

The Balkan History Association (BHA) is a non-profit, apolitical, and independent organization.

Bucharest

Achievements/Tasks

- Provide basic financial knowledge.
- As Coordinator for Youth Exchange Programme, it's my responsibility to supervise the entire process after application: monitoring, selection and candidates evaluation.
- Organize activities of the group and represent group's interests throughout the duration of the project.
- Make the evaluation of the participants and the impact of the Youth Exchange.

Stock broker-Front Office Trader

S.S.I.F. Prime Transaction S.A/ Confident Invest S.A.

05/2013 - 02/2018

Achievements/Tasks

Bucharest

- Face-to-face collaboration, acted as financial consultant, by helping people with all aspects of finances, from choosing the right investments to personal budgeting.
- Exercise trades on behalf of the client and may make financial recommendations to assist clients in decisions about what to hold, sell, and transfer, while providing a thorough understanding of each individual situation.
- Used my good communications skills, as clients need to be able to understand their options and the risks.

VOLUNTEERING

Asociația Pro Democrația (05/2010 - 05/2010)

EDUCATION

MA in International Relations

University of Bucharest, Faculty of Political Science

10/2010 - 06/2012

Thesis:

- Turkey- Geostrategic Player and Geopolitical Pivot

BA in Political Science

"Dimitrie Cantemir" Christian University, Faculty of Political Science

Thesis:

- Geopolitics of the Near East from the perspective of the Israeli-Palestinian conflict