

PERSONAL INFORMATION

Cojocaru Ana-Corina



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United Kingdom
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✉ Corina.cojocaru@ymail.com

Sex Fem | Date of birth 08/09/1995 | Nationality Moldovan

WORK EXPERIENCE

July 2014 – September 2014

Secretary

Pro – Acord Consulting, Chisinau (Moldova) – Consulting & Recruiting

www.pac.md / www.traininguri.md

- Maintaining and organising the company filing system
- Typing all necessary documents and correspondence as required
- Answering incoming calls

EDUCATION AND TRAINING

2014 – present

University of Southampton
BSc Criminology and Psychology
Southampton, United Kingdom

Units studied include: Criminal Justice Studies, Empirical Studies, The Science of Psychology, Understanding Everyday Life, Research Methods

2012 – 2013

Bromsgrove International School Thailand (HMC Scholarship)
Bangkok, Thailand

2002 – 2014

Lyceum of Creativity and Inventiveness “Prometeu”
Chisinau, Republic of Moldova

PERSONAL SKILLS

Language Skills

Excellent native communication skills, both written and verbal in Romanian

Fluent written and spoken English and Russian

Intermediate understanding of Spanish

Communication skills ▪ good communication skills acquired during my volunteering experience for Hospice Angelus Moldova / The Camillian Home / Wessex Cancer Trust

Organisational / managerial skills ▪ leadership skills gained while organizing a range of fundraising events
▪ Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint, as well as any other basic computer software.

Position of responsibility Student Council at Lyceum “Prometeu”
Worked in a group of 4 in order to organise events throughout the year, thus increasing leadership, teamwork and organisational skills.

ADDITIONAL INFORMATION

Projects ▪ Youth in Action – “Building bridges, not walls”
Protaras, Cyprus
September 2013

▪ Youth in Action – “Crossroads of Employment”
London, United Kingdom
November 2013

Interests Sports - Excellent team skills developed through modern and jazz dancing competitively since early teens for “Show Balet Teodor” and “Just Friends Dance Academy”