



RAMONA ROBU

Health and Social Care

CONTACT

✉ Ramici1982@gmail.com

☎ 07821621740

COMPUTER SKILLS

- Microsoft Office including Excel, Word, OneNote, Outlook, Teams, PowerPoint
- Digital calendars included in Outlook
- Instant messaging
- Video conferencing (Teams, Zoom, Skype)
- Graphic design including Canva and Lucidpress

ABOUT

I am a dynamic person with a background in different work environments, especially in the retail sector. Currently, I am studying Health and Social Care to change my career and have the opportunity to have a job that I enjoy. I am looking to work in a care home where I can progress, develop my skills, and join a supportive team to help elderly people and people with other complex needs.

PERSONAL SKILLS

- Communication
- Customer service
- Team player
- Methodical multitasker
- Fluent in English, Hungarian and Romanian
- Well organised
- Attention to detail
- Microsoft Office
- Time management
- Ability to remain calm when dealing with emotional, complicated, or distressed people

EXPERIENCE

RECRUITER

Job and Talent | Aug 2021 - Present

- Responsible for assessing the knowledge, skills, abilities, and other traits of candidates that will meet the requirements of the job
- Conducting technical phone screens
- Scheduling interviews, inductions, and trainings
- Sending reminders for their booked appointments
- Collaborating with hiring managers

LLOP PICKER

Single Resource | April 2021 - Aug 2021

- Efficiently pick orders
- Locate products using technology
- Ensure that the correct type and number of the product is picked
- Wrap orders manually before loading on trucks
- Maintain the equipment
- Report any malfunctions
- Adhere to health and safety policies and quality standards



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Health and Social Care

EDUCATION

**Bachelor of science:
health and social care
academic year
20/21-present**

**Certificate in Higher
Education: Skills for the
workplace (Health and
Social Care) 20-21**

A-Levels- Philology-History

**Certificate of Graduation of
accounting course 2015**

**Certificate of professional
qualification as a seller
Afacov Consulting Group Srl
2003**

MAIL SORTER

Royal Mail| Oct 2019 - April 2021

- Operated mail processing equipment
- Manually sorted mail
- Worked in teams
- Good quality of work under pressure
- Completed training in health and safety procedures

STORE MANAGER

Sc. Ervin Impex | May 2009 - July 2016

- A daily record of all transactions
- Update store pricing
- Order supply to replenish merchandise
- Resolved customer problems by investigating issues, answering questions, and building rapport
- Training sessions in health and safety to ensure a safe place to work for the staff
- Communicated product details enthusiastically and confidently to connect with customers
- Stocked and restocked inventory upon shipment receipt
- Ensuring that daily tasks are done properly

HOBBIES

- Handball - playing and watching games
- Craft activities
- Walks with my family
- Listening to music
- Travelling

REFERENCES AVAILABLE ON REQUEST



fb.me/ramona/robu



@RamonaRobu



@ramonatweets