

Roxana Gherman

Nationality: Romanian

Date of birth: 28/02/1987

Gender: Female

(+44) 07401891639

Email address: ghermanroxana2@gmail.com

Address: 59 Earls Court, Caldmore Road flat 15

walsall, WS1 3NR

(United Kingdom)

SKILLS AND PROFICIENCIES

- **DIGITAL SKILLS**
 - MICROSOFT OFFICE
 - MICROSOFT TEAMS
 - MICROSOFT WORD
- MICROSOFT POWERPOINT
 - MICROSOFT EXCEL
 - OUTLOOK
 - EMAIL
- SOCIAL MEDIA

DRIVING LICENSE

•AM

•B

Enthusiastic University student keen to learn more knowledge and skills that could help me in the Health and Social Care Sector. Acquiring abilities to help people, communicate clearly, and connect with those around me has inspired me to pursue a career in this domain. Fast-learning student who is always ready to learn more about the social care sector, always ready to experience new adventures and make use of the knowledge acquired from previous encounters in order to make sure that the position held is always performed at high standards.

WORK HISTORY

General Operative

Metalforms Engineering Ltd (05/10/2015- Current)

City: Walsall

Country: United Kingdom

-This position has helped develop all interpersonal skills needed in order to perform a role at high standard. Skills such as managerial and responsibilities skills, verbal communication and the ability to work in a fast-paced environment have proven to be fundamental in performing this job. Working as a general operative is an experience from which I have also learned more about the technical operational side of an organization, as well as working in teams and use my decision making in solving problems that required a set of skills that capabilities in order to be solved quickly and responsibly.

Waitress

Da Gino (05/2015- 07/2015)

City: Sutton Coldfield

Country: United Kingdom

This position has helped me develop skills that correspond to customer service and the restaurant industry. Interpersonal skills, such as communication and the ability to figure out the needs of the customers, and how to be able to satisfy them accordingly are just some examples of the characteristics that I have possessed during and after performing this role.

Operative

Traconf (10/2009- 01/2015)

City: Verona

Country: Italy

Working as an Operative, this position has offered me the opportunity to work in multiple environments that focused on Labelling, Picking, Packing, Quality Checker.

This position is demonstrating my ability to work under pressure, to make use of my abilities to adapt to any given situation, use and develop new skills and make sure I perform it at high standards

Roxana Gherman

HONOURS AND AWARDS

**LEVEL 1 AWARD IN ESOL
SKILLS FOR LIFE
(SPEAKING AND
LISTENING)
TRINITY COLLEGE
LONDON (27/12/2017)**

**NEONATAL
RESUSCITATION
RESUSCITATION
COUNCIL UK
(03/01/2021)**

LANGUAGES

- MOTHER TOUNGE: ROMANIAN

- | | |
|-----------------|---------------|
| • ENGLISH: | ITALIAN: |
| • Listening: C2 | Listening: C2 |
| • Reading: C1 | Reading: C2 |
| • Speaking: B2 | Speaking: C2 |
| • Writing: B2 | Writing: B2 |
| • | |
| • FRENCH: | SPANISH: |
| • Listening: A2 | Listening: B1 |
| • Reading: B1 | Reading: B1 |
| • Speaking: B1 | Speaking: A2 |
| • Writing: A2 | Writing: A2 |

WORK HISTORY

Waitress

ATV VERONA (10/2009- 01/2015)

City: Verona

Country: Italy

Being the first position I which I have had the opportunity to work with customers in a much mor elevated environment, the restaurant industry, I had to make sure that I obtain the right skills in order to perform this job at high standards. Working as a waitress has developed my managerial skills, time management and team working skills as well a presentation skills and extended my knowledge in the restaurant industry (learned new recipes, menus, and wines) as well as acquired communication attributes that have been proven to be the fundamental tool for this position.

Seller

B&B Collection (08/2007- 01/2009)

City: Brasov

Country: Romania

Working in a Jewellery has been the perfect opportunity to develop new skills that require concentraition and maximum attention. The role required labelling jewellery and watches, Facing, and providing best customer service. Developing presentation skills has been a key element that I have used in all roles that I performed further in my career

Taxi Dispatcher

Mondorey (08/2006- 07/2007)

City: Sacele

Country: Romania

Demonstrating my capabilities to make multiple tasks at the same time, while also developing responsibility skills as I had to keep the customer both safe and satisfied, I had developed the basic skills and knowledge in order to ensure the best customer service

EDUCATIONAL BACKGROUND

High School Diploma – Bacalaureat

*Technological High School “Victor Jinga” Sacele
(08/2002- 06/2006)*

*Address: Aleea Episcop Popeea 20, 505600 Sacele
(Romania)*

Home – LT Victor Jinga (liceulvictorjinga.ro)