

Professional and Career Development

Student ID: 2121819

Student Name: Ionela-Diana Bojila

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Flat 2, The Precinct Fontenaye Road, Coton Green, B79 8JT, Tamworth
[bojiladiana@yahoo.com] | [07359395780]

October 24th, 2022

Ms. Tarja Turinen
Brakes Tamworth
B78 3HJ
Tamworth, Staffordshire

Dear Tarja Turinen,

I'm Ionela-Diana Bojila, expressing my sincerest interest in pursuing your vacant position for Shift Production Supervisor. Acquiring more than eight years of experience working in diverse work environments, I have completed many leadership roles with commends from my superiors. I'm presenting myself as an excellent candidate for this prospective position.

I have worked at Pharmacy Catena as a Pharmacy Assistant. My seniority and experience involved me providing the junior employees with guidance; all while the high standards of pharmaceutical tasks are met. I was also responsible for acquiring knowledges on medical services that I provided to the customers I maintained a trusted relationship with, organizing waiting customers, and accurately record-keeping and managing inventory to check for supply and stock requirements. In my time as a housekeeper for The Belfry Resort, I have maintained strong presentation standards and customer relationships here as well, learning my works within months. At my current workplace as a Warehouse operator, my work ethics and fast adaptation has allowed me to effectively comply with safety and production standards, inspect inventory, and have synergized with my peers, superiors and subordinates. I can proudly say that I always meet standards set by myself and my job.

Additionally, I am also a student at the University of Wales. As such, I am looking forward to this opportunity to take a step forward into a supervisory position.

I'd prefer to meet for an interview next week, if possible, on your end. I will contact you again through email to see if we can make an arrangement. I look forward to learn more about your esteemed company, and how I can be a valuable member to Brakes.

Sincerely,
Ionela-Diana Bojila

Ionela-Diana Bojila

Professional Summary

A hard worker versed in the process of leading the team through crunch, equipped with communication skills suited for both highly-diverse customers and workplace. Values customer satisfaction, industriousness and co-ordination honed in years of performing diverse, challenging jobs.

Experience

2014–2018

Pharmacy Assistant • Farmacia Catena

2019–2020

Housekeeping Cleaner • The Belfry Resort

2020–2022

Warehouse Operator • IPL Plastics, Tamworth

2022- In Present

Operator picking-packing Scolmore International, Tamworth

Education

2006-2011

Colegiu Economic Virgil, Madgearu, Iasi
Technician in Trade Activities

2011-2014

Pharmacy Assistant Post-secondary FEG, Iasi

Current - University Of Wales Trinity Saint David

Core Qualifications

- Acquired fluent verbal communications skills
- Thrives in a computerized and diverse workplace
- Multitasking and prioritization skills
- Experienced in warehousing skills
- Keen attention to details and dissemination
- Client trust maintained through diligence
- Effective adaptation to customer needs
- Leadership, management and organizational skills

References

Provided if required.

Contact

 Flat 2,
The Precinct Fontenaye
Road, Coton Green,
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Tamworth,
Staffordshire

 **07359395780**

 **bojiladiana@yahoo.com**

Languages

- Romana
- English

Job Advertisement

BRAKES TAMWORTH

WE'RE HIRING!



TEAM MANAGER

- Must be at least 20 years old and able to work from Tamworth, Staffordshire
- Must have good decision-making skills, work under pressure, adaptable and flexible.
- Must be adept in handling computers, work effectively with a team and on their own and willing to improve consistently.

Interested applicants should send their CV and cover letter to the Warehouse Manager by October 27th, 2022, 9PM.

Person Specifications

- A focus on Safety promoting an efficient, effective, and safe workplace environment.
- Strong work ethics; commercial, communication, analytical skills.
- Decision-making skills- taking responsibility for decisions and concise reasoning skills for transparent decisions whilst dealing with challenges.
- Ability to act as a role model for the Brakes Company, with a willingness to be responsible and accountable in many sectors.
- Experience in coordinating with colleagues while simultaneously seeking and achieving synergy in achieving the end goal.
- Skilled in employee relations management.
- Ability to handle high-pressure situations with resilience and discipline needed to succeed
- The ability to empower people to maintain relationships through customer insights.