



# JEMENEZ GARCIA ANA MARIA

Age 34 from Bucuresti, not married

## Contact details

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## About me

My objective is to find a good job in which I can work with pleasure.

## Professional experience

### Experience by departments

Administrative / Logistics: **3 years and 3 months**

#### Aug 2006 - Nov 2009

3 years and 4 months

#### Administrator - S.C. Romital turism S.R.L.

Bucharest | Administrative / Logistics | Administrative / Public Sector

My responsibilities were to check my subordinates' workers, check the contability. Because I knew (and I still know) 3 foreign languages I have been negotiating with the foreign employers to hire our candidates for a job there.

I concluded in april 2007 a contract with S.C. SEAP. S.R.L. a contract for 10 employees. the contract was for 1 year, in Italy

I concluded another contract in october 2007 another contract for 20 employees. The contract was for 6 months, in Italy

- another contract in january 2008 for 50 employees, 2 years, in Italy

Mister Dumitru, the director.

I have had tickets.

**Net salary:** 2000 RON

## Education

#### 2014 - present

#### Bachelor's degree - Universitatea Spiru Haret

Limbi si literaturi straine - romana - engleza | Bucuresti

## Foreign languages

English - Advanced, Italian - Advanced, Spanish - Advanced, Japanese - Medium

## Other info

I have graduated courses of "P.C. Operator" - Microsoft Word, Excell, MS-DOS, Norton Commander.

I had participated at Olympics at biology, geography and history.

Essay contests at biology and i won second prize on Bucharest.