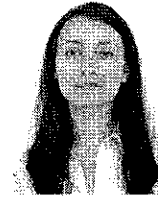


Annamaria STAN



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### Professional Skills

Curious, intelligent, and confident by nature, I have very good problem-solving skills. With excellent analytical, organizational, and socializing competencies, I am dynamic, meticulous, and flexible. Being an excellent communicator, I am a very good team player.

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### Studies

|                |   |
|----------------|---|
| 2004-2005      | MA in International Relations (average grade: 9.83 out of 10), Babes-Bolyai University, Romania                       |
| 2003 (6 weeks) | International Summer School, University of Oslo (average grade: A out of A+), Babes-Bolyai University, Romania        |
| 2000-2004      | BA in English and Norwegian-Language and Literature (average grade: 9.11 out of 10), Babes-Bolyai University, Romania |

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### Professional Experience

|              |   |
|--------------|---|
| 2011-to date | Customer Support Specialist, Swissport Intl. S.A., Geneva, Switzerland  |
| 2010-2011    | Research Assistant, University of Berne, Switzerland <ul style="list-style-type: none"><li>Collecting and interpreting data, presentations, workshops, debates, round tables</li></ul>  |
| 2008-2010    | Teaching and Research Assistant, Babes-Bolyai University, Romania <ul style="list-style-type: none"><li>Business English teacher and translator (websites, brochures)</li><li>Event Manager (international conferences): team management, contact person, reservations, statistics</li><li>PR, secretarial and administrative tasks, designing the English text of the university's advertising materials</li><li>Conference presentations and articles</li></ul> |
| 2006-2008    | English Teacher, Napoca Technical College, Romania<br>Head of the Foreign Languages Department (Sept. 2007-Feb. 2008) <ul style="list-style-type: none"><li>Team management: 5 subordinates</li><li>Organizational tasks: document approval, schedules, courses, statistics</li><li>Interest representation in front of the superiors and in the decision-making process</li></ul>  |
| 2005-2006    | Research Assistant, University of Oslo, Norway  |
| 2004-2005    | English Teacher, Ion Creanga School, Cluj-Napoca, Romania   |

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### Languages

|                |                                       |
|----------------|---------------------------------------|
| Mother tongue  | Romanian                              |
| Advanced level | English, French, Hungarian, Norwegian |
| Beginner       | German, Spanish                       |

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### IT Skills

Good command of: Microsoft Word, Excel, PowerPoint, Outlook

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### Hobbies

Documentaries, film festivals, salsa, theatre