

Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **Roxana Valentina Orhei**
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E-mail(s) orheiroxana@ymail.com
Nationality Romanian
Date of birth 29/07/1990
Gender Female

Desired employment / Occupational field

Erasmus Intensive Programme

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>17/07/2010 - 01/10/2010</p> <p>Harvest fruits</p> <p>Fruit harvesting and their selection according to quality.</p> <p>TUNSTEAD INTERNATIONAL FARM CAMP Church Farm, Tunstead, Norfolk. NR12 8RQ, Norfolk (England)</p> <p>Agriculture, forestry and fishing</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>01/06/2008 - 01/09/2008</p> <p>pastry seller</p> <p>-Assisting the sale and sale of Fornetti -Acceptance of goods and prepare necessary documents(NIR, check merchandise quantity and quality) -Compliance with the technological flow of cooking products (storage,cooking,service) -Maintaining cleanliness and higylene in the store -Responsible for daily collection</p> <p>SC Fornetti SA Str. Gheorghe Lazar, Timisoara (Romania)</p> <p>Alimentari Industry</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>15/06/2007 - 01/09/2007</p> <p>Pastry seller</p> <p>-Assisting the sale and sale of Fornetti -Acceptance of goods and prepare necessary documents(NIR, check merchandise quantity and quality) -Compliance with the technological flow of cooking products (storage,cooking,service) -Maintaining cleanliness and higylene in the store -Responsible for daily collection</p> <p>SC Fornetti SA Str.Gh.Lazar, Timisoara (Romania)</p> <p>Alimentary Industry</p>

Dates 01/06/2006 - 01/08/2006
Occupation or position held Distributor flyers
Main activities and responsibilities Leaflets in the mail on different areas of the city.
Name and address of employer SC Diego SRL
Calea Sagului 153, Timisoara (Romania)
Type of business or sector Publicity

Education and training

Dates 01/10/2009 - 01/09/2013
Title of qualification awarded Bachelor Degree
Principal subjects / occupational skills covered *Electric drive systems engineering
*Electronics
*Equipment and electrical circuits
*Logistics
*Marketing
*Management bases
Name and type of organisation providing education and training University "Politehnica" (,Faculty of Management in Production and Transportation)
Str. Remus,no.14, 300191 Timisoara (Romania)
Level in national or international classification Level A

Dates 01/02/2012 - 05/03/2012
Title of qualification awarded Human Resources Inspector
Principal subjects / occupational skills covered *Development of individual labor contract
*Making decisions to dismiss
*Developing leaves
Name and type of organisation providing education and training SC Eurotraining SRL
Piata Huniade no 3, Timisoara (Romania)

Dates 15/09/2005 - 15/09/2009
Title of qualification awarded Highschool graduate
Principal subjects / occupational skills covered *French
*English
*History
*Mathematics
Name and type of organisation providing education and training National College Banat (Highschool)
Boulevard Decembre 16, 1989, Timisoara (Romania)

Personal skills and competences

Other language(s)

Self-assessment
European level (*)

French

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences *Team spirit
*Ability to work under pressure
*Ability to listen, learn and improve

Organisational skills and competences *Well organized person
*Initiative and positive involvement in work
*Ability to prioritize and handle multiple tasks

Computer skills and competences Advanced knowledge:
*Microsoft Office 2010
*Microsoft Project 2010
*Internet
Basic knowledge:
*AutoCad
*MatLab

Artistic skills and competences I like to take pictures.

Driving licence(s) B

Additional information References available upon request.