




Sandra-Diana Chita


Date of birth: 10/07/1994

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CONTACT

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europass

WORK EXPERIENCE

17/01/2022 – CURRENT Bucharest, Romania

● Inside Sales Representative with French Honeywell

- Building meaningful relationships with channel business partners
- Account management activities
- Upsell and cross sell business planning and execution Follow opportunities from needs identification to closing stage

01/03/2020 – 10/01/2022 Bucharest, Romania

● Inside Services Sales Representative Schneider Electric

Inside Services Sales Representative with French for energy low and medium voltage assets using phone calls and emails, identifying potential customers and opportunities.

02/12/2018 – 01/03/2020 Bucharest, Romania

● Data qualifier Schneider Electric Romania

The Data Qualifier's focus is on qualifying current data and finding appropriate information such telephone number or e-mail address to promote income.

Responsibilities:

- Make calls to check/find information related to accounts and Schneider Electric assets.
- Data validation - searching for fresh information via social networking instruments — maintaining precise and up-to-date informations and monitoring status
- Propose modernization in term of assets

01/02/2020 – 01/07/2020 Bucharest, Romania

● Assistant professor The Bucharest Univeristy of Economic Studies

Preparing weekly seminars for students and ensuring assessment of their knowledge

31/10/2017 – 29/04/2018 Bucharest, Romania

● Project assistant CCIFER

CCIFER (French Chamber of Commerce and Industry in Romania)

The commercial department of CCIFER has the mission to develop numerous projects for entrepreneurs who wish to establish themselves or find partners in Romania. The goal is to transmit information about Romania, identify partners and offer personalized services. The post of project assistant assumes to identify the possible partners, contact them and in case of favorable opinion establish appointments with the French entrepreneurs. Thereafter throughout the trip to Romania there is a commercial support and also I also used to translate for both parts.

Other secondary activities are: the involvement in the organization of various events at the Chamber, the creation of Excel tables for some customers, the translation of articles for the CCIFER community.

21/07/2016 – 20/09/2016 Bucharest, Romania

● Trainee in the Government's Official Internship Program, 2016 edition, to the National Agency for T Romanian Government

Documentation and analysis of standards, procedures, themes, methodologies, guidelines, instructions for the fraud control activity,

participation in data collection, storage and processing activities, Information and documents relating to the control of the anti-fraud reader, participation in the analysis of the performance indicators established for the regional offices, participation in various trainings and meetings with officials.

EDUCATION AND TRAINING

31/08/2019 – CURRENT Bucharest, Romania

PhD Business Administration Bucharest University of Economic Studies- ASE

Website <https://www.ase.ro/>

30/09/2017 – 2019 Bucharest, Romania

Master of Entrepreneurship and Business Administration Bucharest University of Economic Studies- ASE

31/01/2018 – 29/06/2018 Bucharest, Romania

Management Consulting in English E&Y and A.T. Kearney in partnership with Bucharest University of Economic Studies- ASE

30/09/2017 – 30/06/2018 Bucharest, Romania

Postgraduate Program of Psycho-pedagogical Training - Level I Bucharest University of Economic Studies- ASE

08/2015 – 06/2016 Dijon, France

Erasmus Scholarship Université de Bourgogne, Economics

Business law, microeconomics, macroeconomics, history of economic facts, accounting and general management, computer science.

09/2014 – 2017 Bucharest, Romania

Bachelor degree FABIZ- Bucharest University of Economic Studies- ASE

Admitted with an average of 10/10 and a scholarship. Main subjects studied: economy of management of the bases of the company, macroeconomics, databases, computer.

Website <https://www.fabiz.ase.ro/>

08/2010 – 06/2014 Bucarest, Romania

Baccalaureate Lycée Français Anna de Noailles

Economic and social sciences, history and geography, foreign languages (English, Spanish, German), philosophy.

LANGUAGE SKILLS

MOTHER TONGUE(S): Romanian

Other language(s):

French

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C2

English

Listening C1

Spoken production C1

Reading C1

Spoken interaction C1

Writing C1

Spanish

Listening B2

Spoken production B2

Reading B2

Spoken interaction B2

Writing B2

German

Listening A2

Spoken production A2

Reading A2

Spoken interaction A2

Writing A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Outlook | Microsoft Excel | Microsoft Powerpoint | Microsoft Office | Social Media
| Zoom | Skype | LinkedIn | Google Docs | Microsoft Teams | Instagram | Good listener and communicator | Decision-making

DRIVING LICENCE

● **Driving Licence: B**

VOLUNTEERING

● **Volunteering**

Volunteer for 6 months at the NGO "Ajungem Mari" to teach children with hearing impairments once a week during one semester (practical activities involving coloring, trimming, drawing, writing, educational games, etc.)

22.08.2024

