



Ciolponea Ruxandra-Maria

Address: Ilfov, Cornetu, Strada Trandafirilor, nr 88

Born: Bucharest; 17/august/1998

Mobile: +40768735278

Email: ruxandraciolponea@gmail.com

Education

-
- Romanian-American University, Bucharest – *School of Domestic and International Business, Banking and Finance* 2017-Present
- “Gheorghe Sincai” Theoretical Highschool, Cluj, Cluj-Napoca – *Social Sciences in English* 2015 - 2017
- Wakefield High School - Arlington, VA, USA; 2014 – 2015
- “Alexandru Papiu Ilarian” National College, Târgu Mureș – *Social Sciences in German* 2009 – 2014

Skills

- Certified C2 level in English by Cambridge English: Advanced examination (CAE)
- B1 level in German
- Computer skills (word, excel, power-point, mobile apps) printer, fax and other.
- Intrapersonal and interpersonal intelligence
- Monitoring and coordination
- Social Perceptiveness
- Critical Thinking
- Management of Material Resources
- Team-work abilities
- Fast learner
- Open-minded
- Sociable

Volunteer Work and Special Accomplishments

1/2

- Attended the ITU CyberDrill and the Digital Assembly 2019
- Attended the "Strategic Communications in the Context of Security and Defence" Pilot-Course organized by the European Security and Defence College
- Assistant Intern at 3 Seas Initiative Business Forum;
- Assistant Intern at Alabama Trade Mission;
- Volunteer at Black Sea Defense and Aerospace Exhibition;
- 1st place in the Scientific Communication Session at the Romanian-American University;
- Member of the Romanian-American University Student Club;
- Member of "S.T.U.R.A." (The Romanian -American University's Theater Studio);
- Completed extracurricular course of "Corporate Turnaround Strategy and Global Marketing for Growth in Emerging Markets", by Joanna Symms;
- Completed extracurricular course "Romania's Long Road from Communism to Democracy", by Stephen Bowers and Mihaela Istrate ;
- Yearbook Club – Wakefield Highschool, Arlington VA;
- Student of the Month - Wakefield Highschool;

Experience

Intern—The National Authority for Management and Regulation in Communications (ANCOM):
June 2019

- Translation of documents for the website
- Research up-coming events
- Write mandates
- Write reports
- Assist officials in conferences

Intern - U.S. Department of Commerce, U.S. Embassy in Bucharest: *June 2018 – November 2018*

- Provide market research information
- Write follow-up reports
- Coordinate guest lists and events
- Translation of documents
- Digital work in commercial applications (Sales Force; Global Trade Atlas; Eurostat; etc.)
- Contact, inform and maintain relationships with clients from various industries
- Schedule business meetings
- Assist commercial specialists in their activities

Decorations and Event Planner

"Claudia & Corina" Wedding Decorations and Service: 2016-2017

- Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Organize registration of event participants.
- Plan and develop programs and agendas
- Maintain records of event aspects, including financial details.

2/2

