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Robert Panțiru

Date of birth: [REDACTED] | Gender: Male | Phone number:

[REDACTED] | Email address: [REDACTED] | LinkedIn:

WhatsApp Messenger: [REDACTED]

Address: [REDACTED]
Romania (Home)

WORK EXPERIENCE

20/05/2018 – 11/06/2021 Bucharest, Romania

EVENT PLANNER PHEONICIA HOTELS

- Efficient event planning.
- Collaboration with hotel staff and up management.
- Budget planning for events.
- Scheduling staff's work program.
- Creating personalizet event menus.
- Managing hotel's restaurants product inventory.

31/03/2019 – CURRENT Bucharest, Romania

EVENT PLANNER CATTLEYA EVENTS STUDIO

- Ensuring employee safety in the workplace.
- Organzing and sorting raw Materials and Auxiliary Materials necessary for the assembly of mobile tents.
- Communicating with the client throughout the evend, including during the setup.
- Creating event proposals for clients.
- costumizing packages based on the client's needs.

10/06/2022 – 23/12/2022 Bucharest, Romania

PUBLIC RELATIONS SPECIALIST THE DRUNKEN LORDS

- Costumer communication at the venue.
- Establishing contracts with suppliers.
- Handling and coordiating events at the venue.
- Creating promoting content for the venue.
- Monthly procurement report preparation of clients.
- Weekly staff schedule planning.

01/01/2023 – 13/09/2023 Bucharest, Romania

CULTURAL & STUDENT RELATION MANAGER ROMANIAN-AMERICAN UNIVERSITY

- Plan, organize and coordinate cultural events, festivals and other activites that celebrate diversity and promote cross-cultural understanding.
- Develop and implement initiatives to enhance student engagement and ivolvement in culturan and diversity related activities.
- Provide guidance and support to international students, helping them integrate into the university community and navigate cultural adjustments.
- develop and implement communication strategies to promote cultural events and student engagement initiatives.

13/09/2023 – CURRENT Bucharest, Romania

SALES & MARKETING MANAGER GRAND HOTEL BUCHAREST

- Develop and implement a comprehensive sales strategy aligned with the hotel's overall business objectives.
- Set sales targets and goals, taking into consideration market trends, competitor analysis and hotel's capacity
- Build and maintain relationships with key clients, including corporate accounts, travel agencies, event planners and other stakeholders.
- Develop strategies to attract and retain loyal costumers through personalized service and relationship-building initiatives.
- Monitor and analyze sales performance data to identify opportunities for revenue growth.
- Negotiate contracts with corporate clients, travel agencies and event planners to close deals in favorable terms.

● **EDUCATION AND TRAINING**

05/03/2019 – 05/04/2019 Bucharest, Romania

ALCHOOL AND AUXILIARY MIXOLOGY European Bartender School

Website <https://www.barschool.net>

22/09/2020 – 15/06/2023 Bucharest, Romania

BACHELOR'S DEGREE IN MANAGEMENT-MARKETING Romanian-American University

Website www.rau.ro

15/09/2023 – CURRENT Bucharest, Romania

MASTER'S DEGREE IN BUSINESS MANAGEMENT IN TRAVEL, TOURISM & AVIATION Romanian-American University

Website www.rau.ro

15/09/2016 – 28/06/2020 Bucharest, Romania

BANQUETING & TOURISM SPECIALIST Dinicu Golescu Highschool

● **LANGUAGE SKILLS**

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C2
GERMAN	A2	A2	A2	A2	A1

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

● **DIGITAL SKILLS**

Content Creation

2-D and 3-D animations (Adobe After Effects, Flash, Character Animator, etc.) | Social Media including Facebook, WhatsApp and Twitter | Adobe (Photoshop, InDesign, Dreamweaver) | Adobe Illustrator; Adobe InDesign

Office

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Excellent command of Adobe Acrobat, PDF24 Editor

Working

Team work and very good communication skills | Problem Solving Skills. ... | Information and data management | Demonstrated leadership skills and a team player.

● ADDITIONAL INFORMATION

ORGANISATIONAL SKILLS

President of Student Club of Romanian American University

RAU JOB FAIR Coordinator During the job fair, I coordinated the entire team of volunteers to ensure the smooth operation of the event, I also contributed to the design of promotional materials for the event.

Marketing Dep. of Uniunea Studentilor din Romania (USR)

School of Tourism and Hospitality Volunteer I handled the promotional posters for conferences, events, and other projects organized by the School of Tourism and Hospitality Management. Additionally, I contributed to their organization and successful execution.

UniFEST Projects Management UniFEST is an annual event organized by the Union of Romanian Students (USR) that brings together university students from across Romania. This festival is a celebration of diversity, culture, and academic achievements. It features a wide range of activities, including academic competitions, cultural displays, live performances, and networking opportunities. UniFEST serves as a platform for students to exchange ideas, showcase their talents, and foster a sense of unity and collaboration within the academic community. Events organized by the Student Club of the Romanian-American University: **Basketball Championship:** This event is a thrilling intercollegiate basketball competition that not only promotes teamwork and sportsmanship but also provides an exciting platform for students to showcase their athletic abilities. **Movie Night:** The Movie Night organized by the Student Club is a delightful evening where students come together to enjoy popular films, fostering a sense of community and relaxation. **Multicultural Evening:** The Multicultural Evening is a vibrant showcase of the diverse backgrounds and talents of the university's students. It features cultural performances, international cuisine, and activities that celebrate the rich tapestry of cultures within the university community. This event encourages cultural exchange and understanding. These events, organized by the Student Club, contribute to the university's vibrant social and cultural scene, providing students with opportunities to socialize, relax, and engage in various extracurricular activities beyond their academic pursuits.

VOLUNTEERING

17/08/2020 – CURRENT Bucharest

Uniunea Studentilor din Romania Over the years of volunteering as a member of the Union of Romanian Students, I successfully represented the needs of students from my university and the majority of students in Romania. I participated in conferences as a representative of the Student Club of the Romanian-American University, some of which included FSRP (Student Forum of Romania), CSR (Student Congress of Romania), as well as the organization of student projects such as UniFEST (University Festival), SummerCamp by USR, and others.

12/12/2021 – 12/11/2022 Bucharest

President of Students Club of Romanian-American University During my academic years at the Romanian-American University, I had the honor of serving as the President of CS-URA, representing the student association in various projects organized within the Student Union and at its general assemblies. Throughout my tenure as both a volunteer and President of CS-URA, I contributed to the organization of student projects such as job fairs, social evenings, student parties, charitable events, and more.

16/05/2017 – 17/07/2019 Bucharest

PROEDUS During my high school years, I contributed to projects organized by PROEDUS, where I was given the opportunity to develop my leadership and coordination skills. Furthermore, I had the chance to serve as an assistant coordinator for the summer camp in Greece in 2019, which marked my final year as a PROEDUS volunteer.

