



KISS NOÉMI KINGA

Asistent Manager - Z-Tech Bike

Age 37 from Oradea, married

Contact details

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Address: Oradea

About me

I am a mother of two children, so I am a dynamic person capable to manage and resolve problems. I learn quickly, I am punctual, organized, honest, reliable and open to any challenge.

Although I have worked at different companies, my dream work is translating/subtitling, so I would like to find a job that fulfills my dream.

Professional experience

Experience by departments

Real Estate : **6 months**

Office / Back-office / Secretarial: **4 years and 9 months**

Human medicine: **3 years and 4 months**

Translations : **5 years and 4 months**

Nov 2018 - present

1 year and 11 months

Asistent Manager - Z-Tech Bike

Oradea | Office / Back-office / Secretarial | Commerce / Retail

- Public relations, receiving orders
- Pre-accounting (SAGA), invoices, stock administration, clocking
- Making invoices, AWB-s, preparing packages
- Preparing orders, receiving goods
- Preparing folders for RAR (Romanian Car Register)
- Reports

Acquired skills and knowledge:

good computer skills, administrative skills, technical translations, communication and presentation skills, good organizational skills, Microsoft PowerPoint, Microsoft Word and Excel, resistance to work under pressure and multitasking abilities

Dec 2015 - Sep 2016

10 months

Secretary - Rozoti ProdCom SRL

Oradea | Office / Back-office / Secretarial | Transport / Logistics / Import - Export

- Managing e-mails, calls and redirecting them to the appropriate departments
- Translating from/to English and Hungarian, Romanian
- Welcoming guests and guiding them

Acquired skills and knowledge:

Microsoft Office, secretarial activities, translation and interpreting

Nov 2011 - Nov 2013

2 years and 1 month

Secretary/PR Referent - Partium Christian University

Oradea | Office / Back-office / Secretarial | Education / Training

- Organizing foreign language courses and language exams
- Organizing events, spectacles, language camps for foreigners (from the USA, Australia, Singapore), theatre camps

- Making invoices
- PR work
- Translating texts, posters for the university

Acquired skills and knowledge:

Microsoft Office, Organizational skills

Aug 2008 - Nov 2011

3 years and 4 months

Secretary - CMI Popa Ana Dorina

Oradea | Human medicine | Medicine / Health

- Introducing and processing data

Aug 2006 - Nov 2011

5 years and 4 months

Translator - Zone Studio SRL

Oradea | Translations | Media / Internet

- Translating documentaries, movies, series, cartoons from English and Italian to Hungarian and Romanian
- Translating e-mails

Acquired skills and knowledge:

translation skills

Jun 2007 - Nov 2007

6 months

Asistent Manager - Vigamo SRL/Remax Trust

Oradea | Real Estate | Real estate

- Receiving calls and transmitting messages
- Translating
- Primary accounting

Education

2009 - 2011

Master's degree - Partium Christian University

Multilingualism and Multiculturalism | Oradea

2002 - 2006

Bachelor's degree - Partium Christian University

English Language and Literature | Oradea

1998 - 2002

High School / Vocational school - Kölcsey Ferenc Theoretical High School

Informatics | Satu Mare

Skills

General skills

Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe Photoshop - beginner, Translations skills, Good organizer, good listener, Writing skills

Skills from work experience

good computer skills, administrative skills, technical translations, communication and presentation skills, good organizational skills, Microsoft PowerPoint, Microsoft Word and Excel, resistance to work under pressure and multitasking abilities, Microsoft Office, secretarial activities, translation and interpreting, Organizational skills, translation skills

Foreign languages

English - Advanced, Romanian - Advanced, Italian - Beginner

Other info

Trainings

Accounting course

period Mar 2018 - Jul 2018

Italian language course - beginner

period Feb 2012 - Jun 2012

Driving license

Category B

acquired on 09 Sep 2003