

ANI CELIANU



International assistant service

Jana Švihlová

International Personal Assistant Service

www.internationalassistant.eu

cz 420 602 276 400

uk 44 756 315 6293

Languages

- **Romanian** Native
- **English** Fluently written and spoken/ Native level
- **French** Fluently written and spoken/ Native level

Education

10/2007 – 10/2010, University of Craiova, Craiova (Romania)

Ecology and Environment Protection

Science applied to environment protection

10/2011 – 02/2012, interior design

Portlaoise College, Portlaoise (Éire/Ireland)

Communication skills

- I am able to work independent but also i have the team spirit.
- I am easily adapt to multicultural enviroments, gained through my work experience abroad.
- Good comunication and psihological skills, a calm and discret person, very well organised.

Computer skills

- Good command of Microsoft Office tools
- Internet
- basic knowledge of graphic design applications

Working experiences

09/2005 – 07/2008, Administrative secretary

Mihai Georgescu, 1 Bechet (Romania)

2009 – 2010, Pre-primary education teaching professional

Lalosu Kindergarden, 1 Lalosu/ Rimnicu Vilcea (Romania)

2009 – 2010, Tutor

Nigel Harrison, 15, Barley way cb21 4YN Linton (England)