

# CAMELIA MARIA BIGU

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## EDUCATION

### **Masters of Communication and Public Relations**

2015 — 2017

*The National University of Political Studies and Public  
Administration— Bucharest, Romania*

### **Bachelor of Philologist: Languages and Foreign Literature - English & Russian**

2009 — 2014

*University of Bucharest — Bucharest, Romania*

### **High School – “Dobrogean College Spiru Haret”**

2005-2009

*Philology profile – Tulcea, Romania*

## WORK EXPERIENCE

### **Sales Representative**

October 2017 – July 2018

*Camusat (Bucharest, Romania)*

- Managing all the tenders, RFI, RFQ etc. for Romania projects
- Reviewing information about demands and origin of supply
- Clarifying bid conditions and managing tender preparation
- Ensuring bids are aligned with the organization's requirements
- Preparing technical & commercial proposals
- Managing associated cost preparation responsibilities
- Coordinating tender reviews with deadlines, and adjusting them to the frameworks given by the clients
- Maintaining the relation with the clients

## **Administrative & Communications Coordinator**

July 2015 – October 2017

Camusat (*Bucharest, Romania*)

- Managing internal and external communications (memos, newsletters etc.)
- Liaising with different suppliers (office supplies, business cards, IDs)
- Managing the stock evidence for different office and protocol supplies
- Managing the flow of internal documents (bills, correspondences)
- Drafting content (e.g. press releases) for mass media, social media or company website
- Organizing different campaigns inside the company and managing all the events
- Conducting market research, gathering information and negotiating contracts prior to closing any deals
- Collaborating with marketing professionals to produce copy for advertisements or articles
- Managing top management logistics and guest client's business trips

## **Human Resources Referent**

June 2014 – May 2015

Mercury Research (*Bucharest, Romania*)

- Structuring profiles for candidates as per the company's needs
- Researching and reviewing candidate applications and conducting background checks (Obtain additional information if necessary)
- Implementing online job market research activities - candidates, pages, groups, academic partners, NGOs, events, educational institutions and training providers
- Reviewing and promoting HR online marketing content (job descriptions, ads, posts, comments)
- Scheduling interviews and pre-employment tests
- Preparing, maintaining and managing interviews with the candidates
- Maintaining correspondences during the end to end recruitment process
- Implementing integration activities, part of general and specific induction programs
- Managing recruitment administrative activities (CV database updating, candidates' documents management etc.)

## **Full- time Office Assistant**

September 2013 – June 2014

Mercury Research (*Bucharest, Romania*)

In addition to previous responsibilities as a Part- time Office Assistant

- Coordinating administrative teams
- Organizing different events (team-building, affairs, Christmas parties, clients' visits etc.)

## **Collaborator for PR Department**

May 2012 – September 2013

Wunderman Romania (*Bucharest, Romania*)

- In charge of the RSVP for the events
- Updating database for each event according to the event briefing
- Responsible for checking the guest list at the beginning of the events
- Other misc. tasks for good and smooth commencement of events

## **Part-time Office Assistant**

April 2011-April 2012

Mercury Research (*Bucharest, Romania*)

- Performing general clerk duties, including but not limited to, photocopying, faxing, mail distribution and filing
- Coordinate and maintain staff office space records, phones, company credit cards and office keys
- Answering phones promptly with good judgment to prioritize the distribution of messages in a timely manner
- Responsible for keeping inventory of all office supplies and placing orders for replenishment when needed
- Performing all other related duties as assigned
- Opening, sorting and distributing incoming correspondence
- Assisting in resolving any administrative complications
- Providing additional administrative support for the replenishment team as requested

## **TRAININGS**

- **Excel & Power Point Training**
- **Diplomatic perspectives for youth conference**
- **Waste management**

## **SKILLS SET**

- **Computer applications:** Microsoft Office applications, Adobe Photoshop, Social Media insights
- **Languages:** Romanian (native), English (very good), Russian (basic), French (basic)
- **Skills:** Market Research, Teamwork, Negotiation, Communication, Organizational