



Mariana Gorbanescu

(Constanța, 50 Years, F)

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Last activity: Sep 27, 2017

(<https://www.bestjobs.eu/en/cv/marianactofe>)

- ✓ I have a driving license
- ✓ Available for relocation
- ✓ Interested in part time offers / projects
- ✓ Available for business trips

Spoken languages

English (Advanced)

French (Medium)

Italian (Medium)

Portuguese (Medium)

Romanian (Native)

German (Medium)

Your top tags

- Office Jobs
- management
- windows
- networking
- Secretar General
- communication
- General Secretary



EXPERIENCE

June, 2014 - present

General Secretary @ Romanian Riviera - Danube Delta Tourism Promotion Board, Constanța

Coordinating the activity in the office.
 Hiring, training, rewarding the staff.
 Participating in all activities of the Association, preparing annual reports for the board, managing and administrating the human, material and financial resources of the Association;
 Organizing and coordinating the events of the Association; Examples of events: May 1st, opening of the season on the sea side (<https://vimeo.com/146874047>) ; Antique Festival Tomis, 3rd, 14th and 5th edition (<https://www.youtube.com/watch?v=TWLryBEhqko>; https://www.youtube.com/watch?v=XZpTY_ILcX0) , experience exchange events, tourism fairs, etc.

July, 2011 - May, 2014

Tourism Agency Manager @ SC Martin Resorts SRL, Constanța, Romania

Powers of coordination and control, staff training and the students training through various contracts with several high schools in the city.
 Negotiating and concluding specific contracts, establishing and operating rates for local excursions cruise ships, participation in specialized fairs, strengthening the relationship hotels - agency.

March, 2011 - January, 2014

Executive Manager @ SC MARTIN RESORTS SRL,

Supervising hotel activities, negotiating contracts, cooperating with hotel manager in taking the decisions concerning the entire activity of the hotel. Organizing team buildings and events for companies.

August, 2010 - June, 2011

Travel Agent / promotion/Assistant Manager/HR @ SC Martin Resort SRL,

Responsible for agency and hotel promotion, negotiation, closing and monitoring contracts, online banking payments, primary accounting.
 Specific activities as an assistant manager, staff recruitment.

October, 2008 - February, 2009

Assistant Manager @ Global Marketing Sistems Romania SRL, Constanța, Romania

Job-specific activities, situations in Excel and Word, plus, specific activities to the firm's profile - recruiting crew, payments towards the institutions and employees, primary accounting

July, 2006 - September, 2008

Hotel receptionist @ SC Fresco SRL, Constanța, Romania

Check-in, check out, reservations, computer operator, hotel excursions for tourists, accounting primary situations in excel and word, drawing up invoices, inventory management material

● April, 2002 - July, 2006

Coordinating Manager for Sales agents @ GMC Lexus SRL,

Coordination of sales team, involvement in receiving merchandise, participate in inventory, check the enclosure for cleaning, checking goods in terms of the settlement and prices.

● March, 2000 - April, 2002

Sales Agent @ Top Birotica - Constanta, Constanța, Constanța County, Romania

keep in touch with old clients, acquiring new customers, reaching sales target ,

● January, 1992 - March, 2000

Traffic controller / treasurer @ Regional roads and bridges - Constanta, Constanța, Constanța County, Romania

Charging the transporters papers and authorizations for using the country roads , computer operator, primary accounts, treasurer , making cash payments and foreign currency receipts, centralizing collections

● October, 1989 - December, 1991

Administrator @ Department of Roads and Bridges, Fetesti

receipt and issue of materials management, making timesheets, accounting primary periodic review of management.



EDUCATION

● 2006 - 2010

Universitatea "Spiru Haret", Spiru Haret University - Law @ University (graduate)