



Anamaria Buzica

Nationality: Romanian **Date of birth:** 03/11/1980 **Gender:** Female

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Home: Bucuresti (Romania)

ABOUT ME

Hardworking person seeking employment. Bringing forth a motivated attitude and a variety of powerful skills. Adept in various social media platforms and office technology programs. Committed to utilizing my skills to further the mission of a company.

WORK EXPERIENCE

Frontend Web Developer

Mobexpert [09/2022 – Current]

City: Bucharest

Country: Romania

- Customize and modify existing Shopify themes using Liquid, HTML, CSS and JavaScript. Understand shop architecture.
- Develop new sections and templates from scratch as per design mockups. Reuse code and snippets for efficiency.
- Build custom Shopify sections and apps as needed for enhanced store functionality using Shopify APIs and Hydrogen.
- Optimize page speed by minifying code, optimizing images, using caching etc. Speed up Liquid rendering.
- Implement responsive design across all devices. Follow mobile-first approach and use CSS media queries.
- Integrate third party apps and embed external tools like chat, forms, maps etc using Liquid and Shopify scripts.
- Create compelling product pages with descriptions, images, variants, recommendations etc per marketing guidelines.
- Optimize page load times and performance using code splitting, lazy loading, compression, caching and other techniques.
- Communicate with backend developers to understand APIs and integrate as per specifications. Provide feedback to improve API usability.
- Maintain and update existing codebase. Fix bugs in a timely manner. Test across browsers and devices. Follow best practices.

Junior Associate

Colliers International [06/2022 – 09/2022]

City: Bucharest

Country: Romania

- Carrying out research on real estate websites in order to collect information about the market
- Continuous collaboration with the owners in order to update the database
- Assisting colleagues in the daily activities, helping to organize the various stages of projects and presentations
- Preparation of offers and contracts
- Collection of information about clients and the market
- Checking and updating the database
- Translation of various documents
- Creating presentations using PowerPoint and other reports for the client

Microsoft 365 Ambassador

Mediplus Exim Srl [07/2021 – 06/2022]

City: Bucharest

Country: Romania

- Providing support to team / department colleagues in order to become familiar with the Microsoft Office 365 suite;
- Promoting within the team / department the good practices of using MS Office 365 applications;
- Collection and transmission of feedback received from colleagues in the team / department to the project team, following the use of MS Office 365 applications, in order to improve the use of applications.

Sales Representative

Mediplus Exim Srl [08/2017 – 06/2022]

City: Bucharest

Country: Romania

- Present, promote and sell products/services using solid arguments to existing and prospective customers;
- Establish, develop and maintain positive business and customer relationships;
- Reach out to customer leads through cold calling;
- Expedite the resolution of customer problems and complaints to maximize satisfaction;
- Achieve agreed upon sales targets and outcomes within schedule;
- Coordinate sales effort with team members and other departments;
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

Online English Teacher

Tutor Abc [02/2015 – 08/2017]

City: Bucharest

- Planning, preparing and delivering lessons;
- Preparing teaching materials;
- Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions;
- Checking and assessing pupils' work;
- Organising and running specialist courses.

Manager Assistant

S.C. Allprint Graphic Services Srl [06/2007 – 02/2015]

City: Bucharest

Country: Romania

- Ensuring company policies are followed.
- Hiring, training and developing new employees.
- Resolving customer issues to their overall satisfaction.
- Maintaining an overall management style that follows company best practices.
- Providing leadership and direction to all employees.
- Ensuring product quality and availability.
- Preparing and presenting employee reviews.
- Working closely with the store manager to lead staff.
- Overseeing retail inventory.
- Assisting customers whenever necessary.
- Organizing employee schedule.
- Ensuring that health, safety, and security rules are followed.
- Taking disciplinary action when necessary.
- Ensuring a consistent standard of customer service.
- Motivating employees and ensuring a focus on the mission.

- Completing tasks assigned by the general manager accurately and efficiently.
- Supporting store manager as needed.

Manager Assistant

S.C. Energy-Net Sr [05/2004 – 06/2007]

City: Bucharest

Plastic bags worker Mhm Comimpex Srl

Mhm Comimpex Srl [09/2001 – 03/2002]

City: Bucharest

EDUCATION AND TRAINING

SQL Database

Absolute School [09/2021]

- knows how to create a database;
- knows how to perform operations with data from a database (add, modify, delete);
- knows how to use MySQL functions;

MS Excel@Work

Axioma Solutions [05/2021]

City: Bucharest

Country: Romania

- Learn the most common Excel functions used in the Office
- Maintain large sets of Excel data in a list or table
- Wow your boss by unlocking dynamic formulas with IF, XLOOKUP, VLOOKUP, INDEX, MATCH functions and many more
- Build a solid understanding on the Basics of Microsoft Excel
- Create dynamic reports by mastering one of the most popular tools, PivotTables

JavaScript Fundamentals Certificate

InfoAcademy [2018]

City: Bucharest

Country: Romania

- understands the basics of JavaScript and creates a dynamic and interactive menu in JavaScript.

HTML/CSS Certificate

InfoAcademy [2018]

City: Bucharest

- understands what the Internet, Web, browser, FTP and client-server architecture mean;
- understands the syntax of the HTML language;
- makes tables, includes images, links, lists and other elements common to web pages;
- understands the CSS language and use it efficiently together with the HTML language;
- modifies HTML and CSS code from JavaScript;
- builds a complete web page;

Advanced Certificate in Teaching English as a Foreign Language

Enjoy TEFL Ltd, Companies House [2016]

- Assessment and Learning
- Technology in the classroom
- Managing the classroom
- Teaching Grammar
- Teaching Skills
- Teaching and Learning Ideas

Indoor Cycling Instructor – Bronze Level ***Move on Certificate*** [2015]

City: Bucharest

- Authentic Cycling Principles;
- An attractive program;
- Interacts with participants, motivates and captivates them.

Management Tourism ***Academia de Studii Economice*** [1998 – 2002]

- Economics Certificate;
- English Certificate.

English Class ***Petru Rares College*** [1994 – 1998]

City: Suceava

- English Certificate

LANGUAGE SKILLS

Mother tongue(s): **Romanian**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

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

DIGITAL SKILLS

Operating system:

Windows

Web Development

HTML5 / CSS3 / SQL (MySQL) / JavaScript / WordPress / Elementor / React / Bootstrap / Shopify -Liquid / GraphQL

Graphic:

Adobe In Design and Photoshop

Microsoft Office 365:

Microsoft Excel / Microsoft Powerpoint / Microsoft Word / Microsoft Outlook / Microsoft Teams

G Suite:

Gmail, Google Sheets, Docs and Slide, Google Drive

Social Media:

Facebook, Instagram, LinkedIn, Twitter

DRIVING LICENCE

Driving Licence: B

ORGANISATIONAL SKILLS

Organisational skills

- Analytical thinking
- Pay special attention to detail
- Creativity
- Focus on results
- Searching and collecting information
- Stress management
- Troubleshooting
- Teamwork
- Ability to work efficiently under pressure

HOBBIES AND INTERESTS

(Indoor) Cycling, Fitness, Ping Pong, Travelling, Movies, Video games

COMMUNICATION AND INTERPERSONAL SKILLS

Communication skills

- Ability to communicate effectively in a foreign language (English teacher, teaching clients from China and Taiwan)
- Communication and relationship - active listener, adaptation to new situations, ability to adapt and to be a team player.
- Team spirit, the ability to create relationships based on trust and empathy, the ability to
- communicate constructively in different social situations, skills of active listening and counseling, the ability to manage interpersonal relationships.

Organisational / managerial skills

- Analytical thinking
- Pay special attention to detail
- Creativity
- Focus on results
- Searching and collecting information
- Stress management
- Troubleshooting
- Teamwork
- Ability to work efficiently under pressure

WEBSITES

Online Resume

Link: www.resume-ab.netlify.app/

Custom Webpage

Link: www.catalinbuzica.ro

Mental Health Facebook page and blog

Links: www.facebook.com/bomisocare | www.catalinbuzica.ro/acasa/bomiso/

Committed to excellence, I bring a dynamic blend of technical expertise, collaborative spirit, and a results-driven approach. Eager to contribute my skills and dedication to a forward-thinking team.