



## SAFTA Maria-Antoneta

Project Management

### Contact

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Mail: safta.antoneta@gmail.com

Location: Bucharest, Romania

Age: 31yo (11.11.1992)

Disponibility : Anytime

Nationality: Romanian

### Links

**Linkedin:** safta-antoneta

**Website:** antoneta-safta.com

**Facebook:** safta-antoneta

### Skills

- ♦ Problem Solving
- ♦ Interpersonal Skills
- ♦ Team Player
- ♦ Risk Management
- ♦ Agile Methodologies
- ♦ Microsoft Office
- ♦ Design Patters

### Language

- ♦ English B2 (fluent)
- ♦ French A2 (reading)
- ♦ Spanish A2 (understanding)

### Hobby

- ♦ Arts
- ♦ Travel
- ♦ Digital designs
- ♦ Management Events

## About Me

I am dedicated to bridging the gap between creative vision and project execution. With a keen eye for design and a strategic approach to project management, I strive to deliver exceptional results that elevate brand presence and drive engagement. Let's connect to explore how I can help bring your creative projects to **life!**

### CEO – Medusa Designs SRL

Jan, 2021 – Present

#### Key Responsibilities :

- **Design Creation:** Develop innovative and engaging graphic designs for a variety of digital and print mediums, including websites, social media, marketing materials, and branding assets.
- **Project Coordination:** Manage multiple projects simultaneously, creating detailed project plans, timelines, and budgets to ensure timely delivery and resource allocation.
- **Client Collaboration:** Serve as the primary point of contact for clients, gathering project requirements, providing creative insights, and delivering regular updates throughout the project lifecycle.
- **Team Leadership:** Organize parties, meetings or discussions to develop collaborative environment that encourages creativity and promotes professional growth with my freelancer colleagues. Assess project resource needs and assign tasks to team members based on their skill sets and workloads, ensuring efficient use of talent.
- **Budget Management:** Create and manage project budgets, tracking expenses and ensuring projects remain financially feasible while meeting client demands.
- **Documentation:** Maintain all project documentation, including contracts, project briefs, meeting notes, and design drafts, ensuring easy access and organization for future reference.

#### Skills:

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other design software.
- Strong project management skills, with experience using tools like Google Calendar, Asana, or Microsoft Office.
- Excellent communication and interpersonal skills, using tools like, Microsoft Teams, Slack, Google meet or Zoom to organize online meetings.
- Ability to work under pressure and adapt to changing priorities based on Agile good practice.
- Strong attention to detail and a passion for creative problem-solving.

### Manager Assistant – Gek Terna SA

Dec, 2021 – Oct 2024

- Coordinate schedules among executive team members and plan the logistics of each meeting
- Recruit, interview, hire and train office supportstaff
- Prepare important documents for reports, meetings and memos
- Organize and plan all company outings and events

### Warehouse Manager-CUMPANA 1993 SRL

Apr, 2018 – Jan, 2019

- Responsible with optimizing the branch expenses
- Stocks management
- Staff training, supervision and evaluation

## Internships

### Junior Front-end Developer- Creative Tim

Aug, 2021 – Dec, 2021

- Tailwind CSS and Bootstrap 5 snippets - using Notus JS and Soft UI Design System
- Publish Tailwind components on tailwindcomponents.com
- Working on Notus PRO HTML using Tailwind, HTML, JavaScript, and Jekyll
- Working on Notus PRO HTML Dashboard using Tailwind, HTML, JavaScript, and Jekyll

### ELSA – The European Law Students' Association

Nov, 2012 – June, 2016

- It offers academic study abroad courses, executive seminars, summer institutes, and summer schools for international students
- Develop legal skills by participating to local and international seminars
- Organising events for students education
- Dedicate myself in fundraising to sponsor the local events
- Actively participate as an intern to attorney offices in order to learn the law proced

## Education

### Foundations of Project Management by Google

March, 2024

- Describe project management skills, roles, and responsibilities across a variety of industries
- Define organizational structure and organizational culture and explain how it impacts project management.
- Explain the project management life cycle and compare different program management methodologies

### SDA Software Development Academy - Java Developer

Jan, 2020 – May, 2021

- Working environment: keyboard shortcuts f.e. `sout`, `psvm`, Data types, Operators, Conditional statements, Loops, OOP basics,
- MySQL Database Administration,
- Frontend : HTML/CSS/JavaScript, Frontend Technologies, HTTP,
- Backend : Java Fundamentals/Advanced Features, Design Patterns & Good Practices,
- Agile, Scrum,
- Git

### Law Bachelor Degree – “Simion Barnutiu”, Sibiu Romania

Sept, 2012 – Aug, 2016

- Constitutional Law: Focuses on the Romanian Constitution and its interpretation.
- Civil Law: Covers areas like contracts, property, and family law.
- Criminal Law: Deals with crimes, procedures, and punishments.
- Commercial Law: Covers business regulations and corporate law.
- International Law: Explores international treaties and relations.
- Procedural Law (Civil and Criminal): Focuses on legal processes and court procedures.
- Legal History: Provides a historical context to the development of the Romanian legal system.
- Roman Law: A significant historical foundation for many legal systems.

## Extra-curricular activities

### Winner Antreprenorial Competition - Univesity Antreprenorial

Jun, 2016 – Dec, 2016

- Laboratory – Process by Innovation and Practice (UniversPractic)
- Place 1 – category „SuperStudent”
  - Place 1 – category „Strategic Team”

*This Competition of business projects where me as a leader of my team of 24 members, out of other 15 teams, worked together at the process of a fiability between two companies and we won at two categories. We've been rewarded with fame and money and most of us are still friends after the past years.*

Stylianos Alexopoulos  
General Director  
SC Rom Gek Construction SRL  
<https://www.gekterna.com>

**Dear Employer,**

I am pleased to highly recommend my ex employee Safta Maria-Antoneta for the position of Assistant Manager at your company. I had the privilege of working closely with her at Rom Gek Construction SRL while she also took care of other two companies like Highlight SRL and Terna Sucursala Bucuresti S.A. For 2 years and 9 months she served as managerial assistant in our project management team, among with Alexandru Chiribau, the Project Manager of our activities.

From the outset, Safta Maria-Antoneta showcased a remarkable aptitude for managing complex project demands while maintaining a strategic focus. Her ability to coordinate with various departments and stakeholders contributed significantly to our successful project outcomes. Notably, during our financial development, Miss Maria-Antoneta played a pivotal role in coordinating resources and initiate a schedule for everyone's tasks regarding the business levels and upcoming financial vision.

What particularly impressed me about Miss Maria-Antoneta is her proactive approach to problem-solving. She consistently identified potential issues before they escalated and proposed effective solutions, thereby ensuring that projects remained on track.

I am confident that Miss Maria-Antoneta will bring her strong work ethic, and unwavering dedication to your organization for the Assistant Manager position or Project Manager.

Please do not hesitate to reach out if you have any questions or need further information. Our representative of the company, Mr Alexandru Chiribau can be reached at 0040720722364 or [a.chiribau@gekterna.com](mailto:a.chiribau@gekterna.com).

Thank you for considering Safta Maria-Antoneta for this opportunity.

Best Regards,

Stylianos Alexopoulos  
General Director  
SC Rom Gek Construction SRL  
<https://www.gekterna.com/>

