**EDUCATION**

***GEORGE MASON UNIVERSITY – Fairfax, VA***

***Sept 2018 - Present***

School of Business – Finance

Current GPA: 3.8/4.0

Nominated on Dean’s list

Expected Graduation Date: May 2020

***NORTHERN VIRGINIA COMMUNITY COLLEGE*** ***– Fairfax, VA***

***August 2013 – May 2018***

Associate Degree in Business Administration

Final GPA: 3.36/4.0

Graduated with “Cum Laude”

**PROFESSIONAL EXPERIENCE**

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| ***KIDZ PLAZA INDOOR PLAYGROUND – Ashburn, VA***  |
| Owner/Operator, June 2015 – December 2018* Increased sales by 10% year over year during ownership resulting in adding two party rooms to accommodate the growth
* Processed daily transactions
* Effectively managed daily, monthly and annual finances through accurate forecast of cash flow and sales, including tracking monitoring profit and loss (P&L)
* Assisted accounting to establish good financial procedures and systems to monitor the financial health of the business
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| * Drove and supported strong focus on customer satisfaction, loyalty and follow-up; established customer-centric culture of communication and collaboration
* Led marketing promotions at events and trade shows to increase brand awareness
* Responsible for recruiting, hiring, and supervising staff
* Prepared and conducted training and coaching to employees to improve their service delivery and work productivity
* Collaborated with lawyers, realtors and accountants in driving the sale of the business
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| ***KIDZ PLAZA INDOOR PLAYGROUND – Ashburn, VA***  |
| Party Host / Front Desk Representative, February 2014 – June 2015 |
| * Scheduled and organized children’s birthday parties
* Assisted customers by answering questions and trying to anticipate their needs in advance to provide an excellent customer experience
* Demonstrated outstanding courtesy and strong interpersonal skills in all customer interactions
* Supported Chief Operating Officer with daily operational functions
* Processed daily transactions and monthly financial reconciliations
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| ***VICTORIA’s SECRET – Dulles, VA***  |
| Sales Representative, September 2012 – February 2014 |
| * Exceeded established sales goals and increased client retention by 15% in 3 months consecutives (June through September 2013)
* Trained and mentored new sales representatives
* Responsible for all the sales and general support in the bras’ section and fitting rooms
* Developed strong rapport with customers resulting in employee of the month designation
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**ADDITIONAL INFORMATION**

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| ***Skills***  |
| * Proficient in financial data analytics and financial management
* Project management and planning
* Proficient in MS Office tools - Outlook, Word, PowerPoint, Excel, Access
* Communications and contract negotiations
* Leadership - team leading, creating an atmosphere of trust through personable staff coaching
* Risk Management problem solving
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| ***Languages*** |
| * Romanian (fluent)
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| ***Academic Achievements*** |
| * Member of TAU SIGNA NATIONAL HONOR SOCIETY
* Member of GOLDEN KEY NONOUR SOCIETY
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