



# ALEXANDRU MOGILDEA

DESKTOP PUBLISHING SPECIALIST

## ABOUT ME

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Desktop Publishing Specialist position. Ready to help team achieve company goals.

## CONTACT

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## SOFTWARES

MICROSOFT WORD  
MICROSOFT POWERPOINT  
MICROSOFT PUBLISHER  
ADOBE INDESIGN  
ADOBE PHOTOSHOP  
ADOBE ILLUSTRATOR  
ADOBE ACROBAT  
OCR TOOLS

## LANGUAGES

ROMANIAN - NATIVE  
RUSSIAN  
ENGLISH  
ITALIAN

## EXPERIENCES

### PHOENIX TRANSLATIONS DTP SPECIALIST (REMOTE)

2021 - 2022

- Provided professional formatting of the translated files in various languages
- Worked in Adobe InDesign, Photoshop, Illustrator to create best quality files
- Also worked in Microsoft Word and PowerPoint
- Worked with all types of languages (latin, arabic, indian, asian)

### TRAVOD INTERNATIONAL SENIOR DESKTOP PUBLISHING SPECIALIST

2017 - 2021

- Fulfilled project requirements and customer demands by creating high-quality layouts for manuals, newsletters, posters and brochures.
- Converted various types of files for printing or for Internet using computer software.
- Recreated scanned documents into professional editable word files
- Prepared various types of files before/after translation

### FREELANCER DTP SPECIALIST

2021 - 2022

I am also working as a Desktop Publishing Specialist for 5+ years on freelance platforms delivering clients requirements to their various types of projects (Creating, recreating, formatting, setting up the layouts, etc.)

### BEST CHISINAU (NGO) VP PR & PROJECT MANAGER

2014 - 2017

During student years I was part of an international student organization that is part of @BESTorg. Here I managed to get new skills by being involved in the daily life of the organization: organizing events, courses, trainings, hackathons for students from the Technical University; creating connections/partnerships with new companies between the NGO and students; recruiting new members in our NGO. I learned much about time management, team work, project management, public relations and organizational skills.

## EDUCATION

TECHNICAL UNIVERSITY OF MOLDOVA  
ELECTROENERGETICS  
2014 - 2016

TECHNICAL UNIVERSITY OF MOLDOVA  
DESIGN AND POLYGRAPHIC TECHNOLOGIES  
2017 - 2021