

COSMINA MARIA TOMA



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EXPERIENCE

ENFORCEMENT MONITORING OFFICER
IMPROVEMENT CREDIT COLLECTION
November 2022 - PRESENT

Verification, monitoring, and updating of case stages;
Organization and management of the database regarding enforcement cases;
Identification of necessary actions for the recovery of amounts owed, with the purpose of monitoring;
Identification of sources of income and movable and/or immovable assets of debtors;
Request for establishment of garnishment on accounts and income of individual debtors;
Request for the preparation of seizure reports;

PRE-LEGAL ENFORCEMENT MONITORING OFFICER
IMPROVEMENT CREDIT COLLECTION
March 2022 - November 2022

Updating of claims and attaching, if necessary, the related calculation notes;
Request for the continuation of enforcement until full recovery of the total claim;
Contacting bailiffs for making transfers in the cases from their own portfolio;
Closing liquidated cases;

EDUCATION

BACHELOR'S DEGREE IN ECONOMIC SCIENCES
ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES: ASE
BUCURESTI2018 - 2021

MATHEMATICS - INFORMATICS PROFILE (REAL)
"FERDINAND I" HIGH SCHOOL - MĂNECIU
2014 - 2018

SKILLS

- Adobe Illustrator & Adobe Photoshop & Adobe Animate
- Figma
- HTML & CSS/SCSS
- Procreate
- Office 365

COURSES

The Web Developer Bootcamp 2024(HTML, CSS, JavaScript)
Graphic Design MasterClass(Adobe Illustrator, Photoshop, InDesign)
Complete Web & Mobile Designer: UI/UX, Figma