

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

- EXCEL
- PowerPoint
- Office 365
- Adobe Illustrator & Photoshop
- HTML & CSS/SCSS
- Procreate

LANGUAGES

- English B2
- Romanian C2
- Italian A1

COURSES

- The Web Developer Bootcamp 2024 (HTML, CSS, JavaScript)
- Graphic Design MasterClass(Adobe Illustrator, Photoshop, InDesign)
- Learn Italian Language