



Camelia Miron

Date of birth: 09/11/2002 | **Place of birth:** Romania | **Nationality:** Romanian |

Gender: Female | **Phone number:** (+40) 799999490 (Mobile) | **Email address:**

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WORK EXPERIENCE

SCA CRÂZNIC ȘI ASOCIAȚII – BUCUREȘTI, ROMANIA

ASISTENT MANAGER – 03/11/2025 – CURRENT

REGINA MARIA – BUCUREȘTI, ROMANIA

PATIENT CARE SPECIALIST – 01/09/2025 – 15/10/2025

- Taking requests for various interventions related to the assigned doctor and maintaining constant contact with his patients.
- Informing patients about the next steps, preparations and costs for the interventions.
- Scheduling patients for the assigned doctor for various investigations and checks (e.g. interventions, preoperative investigations, postoperative checks, etc.) and maintaining, at the same time, contact with the doctor, transmitting all information to him.
- Confirming with patients the appointments made and constantly following up that they carry out the recommended investigations.
- Offering patients, issuing invoices and following up on payments.
- Managing the entire doctor's consultation schedule.

FRONT DESK PATIENT SPECIALIST – 10/07/2023 – 31/08/2025

Welcoming patients and visitors with a warm attitude;

- Guiding patients to medical offices;
- Taking phone calls and directing them according to the interlocutor's request;
- Providing the requested information with kindness;
- Collecting the value of medical services.

CLINICA OPTIMUM – CLUJ-NAPOCA, ROMANIA

FRONT DESK – 01/03/2022 – 26/08/2022

PROFI – CLUJ-NAPOCA, ROMANIA

COMMERCIAL WORKER – 04/10/2021 – 13/06/2022

EDUCATION AND TRAINING

01/10/2025 – CURRENT Bucuresti

MASTER OF CRIMINAL SCIENCES Universitatea Crestina Dimitrie Cantemir

Field of study Law

04/10/2021 – 03/07/2025

LAW Univeristatea Crestina Dimitrie Cantemir

Website <http://www.dimitriecantemir.ro>

Website <https://ltmarmatia.edupage.org>

LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Social Media | Navigare Internet | Utilizare buna a programelor de comunicare(mail messenger skype) | Microsoft PowerPoint | Microsoft Word | Microsoft Excel | Microsoft Word Microsoft Excel Power Point | Google Drive