

# Mariana Orza



## CONTACT



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## EDUCATION

Master's Degree in Leadership Management from University of Spiru Haret, Romania 2019

Bachelors' Degree of Science in Economic Management from University of Spiru Haret Constanta, Romania 2017

Post-High School Dental technician Diploma from Fundeni Nursing Care Diploma, Romania 1999

## CERTIFICATION

Tamayoz Certificate 2014  
Health Media Certificate 2013  
Professional H.R. Management 2019

## LANGUAGES

Romanian – Native Proficiency  
English – Professional Working Proficiency  
Arabic – Elementary Proficiency

## OBJECTIVE

An enthusiastic, career-oriented and a talented professional, keen to secure a position with a dynamic and progressive managerial practices.

Seeking a challenging job opportunity, where I can use my knowledge and skills to provide exceptional customer-care and take up the responsibilities of a manager to enhance my knowledge and skills in a reputable workplace.

## EXPERIENCE

**Sharjah Dallas Medical Center** 2018-Present  
Customer Service Manager  
Reception Manager  
Infection Control Supervisor

**Sharjah Dental Center (SDC - M.O.H)** 2002-2018  
Dental Assistant  
Member in Continuous Education & Quality Committee  
Head of Oral Health Education Activities

**Dental Clinic in Constanta, Romania** 1999-2001  
Dental Assistant

## SKILLS



## Courses

Life Support	2012	Staffing/ Employment	2019
Total Quality Management	2012	Performace Evaluation	2019
MS Word	2008	Compensation and Benefits	2019
MS Excel	2008	Training and Development	2019
MS PowerPoint	2008	HR Research	2019
Secretary Course	2008	Employee Relations	2019