



Gabriela Tardea  
CAREER STRATEGIST

## I HELP PEOPLE CONNECT WITH CAREERS

I am a Consultant, Coach and Trainer; Founder and Owner of the International Career Strategist in Denmark; I am an expert in writing Resume/CVs, Cover Letter and LinkedIn Profiles. I am talented at guiding ambitious professionals to be the best expression of whom they want to be in their careers. I have a proven approach that I use with all the services that I provide, and I achieve remarkable results by combining Consulting, Coaching, and Training – three outstanding services that I tailor specifically to the needs of my clients and/or audience.

- 2610 RØDOVRE – DK
- +45 60 74 49 96
- LINKEDIN/GABRIELATARDEA
- CONTACT@GABRIELATARDEA.COM
- WWW.GABRIELATARDEA.COM

# CREATIVE, PERSONALIZED, STRATEGIC...

## EXPERTISE

RESUME WRITING | GRAPHIC DESIGN



CONSULTING | COACHING | MENTORING



CAREER STRATEGY | EMPLOYMENT STRATEGY



TEACHING | TRAINING | WORKSHOP DEVELOPMENT



HR – INTERNATIONAL RECRUITMENT



## SKILLS

- CUSTOMER CARE
- TIME MANAGEMENT
- SOLUTIONS ORIENTED
- ATTENTION TO DETAILS
- EXTENSIVE WORK EXPERIENCE
- IMPROVE WORK PERFORMANCE
- DISCIPLINE AND SELF AWARENESS
- INFLUENCE AND MOTIVATE PEOPLE

## CONSULTING COACHING TRAINING

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> LINKEDIN PROFILE WRITING  | <input checked="" type="checkbox"/> EXPATRIATE COACHING | <input checked="" type="checkbox"/> EXPATRIATE TRANSITION    |
| <input checked="" type="checkbox"/> CV & COVER LETTER WRITING | <input checked="" type="checkbox"/> RESULTS COACHING    | <input checked="" type="checkbox"/> DANISH CULTURE           |
| <input checked="" type="checkbox"/> CAREER TRANSITION PLAN    | <input checked="" type="checkbox"/> CAREER COACHING     | <input checked="" type="checkbox"/> CULTURAL AWARENESS       |
| <input checked="" type="checkbox"/> THE JOB SEARCH PLAN       | <input checked="" type="checkbox"/> JOB-HUNT COACHING   | <input checked="" type="checkbox"/> INTERVIEW PREPARATION    |
| <input checked="" type="checkbox"/> CAREER DEVELOPMENT PLAN   | <input checked="" type="checkbox"/> ACADEMIC COACHING   | <input checked="" type="checkbox"/> LINKEDIN PROFILE WRITING |
| <input checked="" type="checkbox"/> INTERVIEW PREPARATION     | <input checked="" type="checkbox"/> CLARITY COACHING    | <input checked="" type="checkbox"/> RESUME WRITING           |

## COMPETENCIES

17+ Years → 2001 – 2018

### CONSULTING AND COACHING

8+ Years → 2003 – 2015

- Freelance work with 20+ private clients globally and over 80+ in Career Centers across Europe;
- Advise about training, employment and career progression to professionals and career changers;
- Assess clients' skills and interests via one-to-one interviews and/or group sessions;
- Offer coaching services with job search, applications/CVs, interviews and action plans;
- Run workshops, undertake general administration, marketing and promotional services.

### TEACHING AND TRAINING

8+ Years → 2003 – 2013

- Independent work with 50+ students and professionals & as Teacher in 6+ Schools around Europe;
- I design and deliver custom, in-person and/or virtual learning experiences for diverse groups;
- Participants consist of teachers, school leaders, system-level leaders, students and parents;
- I develop and lead professional workshops, such as program orientation and work readiness;
- Seminars: teamwork and conflict resolution, time management, education and career exploration.

### PERFORMANCE MANAGEMENT

15+ Years → 2001 – 2016

- Managed my own freelancing business starting in 2009 as a private language tutor;
- This year I successfully launched my own company, the "International Career Strategist";
- Expert in recognizing and creating new ideas, solutions, and approaches to ongoing challenges;
- I developed skills to encourage others to take responsibility for managing their own learning;
- I continuously develop strategies to promote learning and personal development.

### INTERNATIONAL RECRUITMENT

6+ Years → 2003 – 2015

- Work with 20+ international recruitment assignments and in team over 50+ projects;
- Possess market intelligence gathered through networking and building strong relationships;
- Talent Assessment working with hiring managers to understand the required skills and the market;
- Ability to quickly analyze social profiles, resumes and applications, interview and screening skills;
- Possess effective communication skills to articulate value and thoughts to candidates and clients.

## VALUES

### FOCUS ON THE IMPACT

Passionate about achieving results, to make a difference, and deliver high quality work.

### CONTINUOUSLY LEARN AND IMPROVE

Inspire people to attain new skills and nurture my skills through constant growth.

### ACTIVE TEAMWORK COLLABORATION

Strive to cooperate efficiently through mutual respect, integrity and trust.

### BE DARING, BOLD AND AUDACIOUS

Think big and promote change by having a creative and innovative mindset.

## LANGUAGES

### ENGLISH – Read | Write | Speak



### DANISH – Read | Write | Speak



### GERMAN – Read | Write | Speak



### SPANISH AND FRENCH – Basic user



### ROMANIAN – Mother tongue



## EDUCATION

### MASTER – BUSINESS AND INNOVATION

Copenhagen Business School, Denmark

### BACHELOR – ECONOMICS | MARKETING

“Babes Bolyai” University, Romania

## CERTIFICATION

### CERTIFIED LIFE COACH

Coach Practice Training (100 hours)

2018

### CERTIFIED JOB CONSULTANT

Novineuro Communication Academy

2018

### CERTIFIED HR CONSULTANT

Human Resource and Recruitment Training

2016

## FREE TIME

FAMILY



MOVIES



TRAVEL



PAINT



## PROFESSIONAL EXPERIENCE

### JOB MANAGER | CONSULTANT, Jobbetshus ApS in Denmark

04/2018 – Present

#### PROJECT: INTERNATIONAL JOBHOUSE.CAREER – PORTFOLIO: [WWW.JOBHOUSE.CAREER](http://WWW.JOBHOUSE.CAREER)

- ✓ Writing services: Resumes and Cover Letters, articles, how-to articles, and presentations;
- ✓ Regularly work with Career Consulting, Coaching and Job-search Strategy Planning;
- ✓ Designing services: Brochures and Newsletters, Research Reports, Graphic Design.

#### PROJECT: JOBBETSHUS CONSULTING – PORTFOLIO: [WWW.JOBBETSHUS.DK](http://WWW.JOBBETSHUS.DK)

- ✓ Partner with job seekers via phone or email to understand their career history and objectives;
- ✓ Provide job seekers with prompt edits and revisions of their documents;
- ✓ Maintain project deadlines and communicate project status to job seekers;

### FOUNDER OF INTERNATIONAL CAREER STRATEGIST in Denmark

04/2018 – Present

#### CAREER STRATEGIST – PORTFOLIO: [WWW.GABRIELATARDEA.COM](http://WWW.GABRIELATARDEA.COM)

04/2018 – Present

#### CAREER CONSULTANT – Independent Freelancer

09/2016 – 04/2018

#### CAREER ADVISOR – Workshops Facilitator, Teacher and Mentor

09/2003 – 01/2012

- ✓ Work with job seekers to craft their new resumes, cover letters and LinkedIn® Profiles;
- ✓ Career consulting and coaching services to elevate clients for increased job market success;
- ✓ Revise, coach and help clients/students build their job applications required to get hired;
- ✓ Consultative approach to build client's confidence while coaching them on their portfolio;
- ✓ Write, edit and design resumes, cover letters, and LinkedIn® Profiles for job/career seekers;
- ✓ Develop high caliber profiles for entry level, min. level, and executive level clients;
- ✓ Work with job seekers to craft their portfolios and job applications required to get hired;

### CORPORATE LANGUAGE TRAINER, Global LT (USA) in Denmark

01/2010 – Present

#### ENGLISH LANGUAGE TRAINER – International assignees – Freelancer

06/2018 – Present

#### GERMAN LANGUAGE TRAINER – International assignees – Freelancer

01/2010 – 02/2012

### FREELANCE TRANSLATOR, Tolkdanmark ApS in Denmark

11/2017 – Present

- ✓ Translation assignments in Municipalities, Job Centers, Schools, Kindergartens, Hospitals, etc.

#### ADMINISTRATIVE ASSISTANT, Komdis A/S in Denmark

02/2015 – 07/2016

#### MATERNITY LEAVE – Stay at Home Mom in Denmark

08/2013 – 02/2015

#### TEACHER, Stepping Stones International School in Denmark

02/2012 – 08/2013

#### RESEARCH & RECRUITMENT CONSULTANT, CBS Internship in Indonesia

09/2011 – 01/2012

#### MARKETING RESEARCHER, CBS | Innovation Roundtable in Denmark

09/2010 – 03/2011

#### COMMUNICATION TRAINER | TEACHER, Global LT in Finland

01/2009 – 04/2009

#### TM TRAINER, AIESEC International | Denmark, Finland, Slovakia, Romania

02/2006 – 01/2012

### RECRUITMENT SPECIALIST, Appel Counselling in Slovakia

12/2007 – 12/2008

- ✓ Develop HR policies and procedures, and write staff handbooks;
- ✓ Take vacancy details from employers and match candidates to suitable jobs;
- ✓ Recruit Staff – advertising, interviewing and test job seekers to fill vacancies;
- ✓ Build reliable relationships with our business partners also from abroad;
- ✓ Provide personalized job search coaching, career consulting and resume writing;

### CAREER ADVISOR | CAREER WORKSHOP FACILITATOR

09/2003 – 08/2007

#### UBB UNIVERSITY, CAREER DEVELOPMENT CENTER in Cluj, Romania

- ✓ Work with students to craft their new resumes, cover letters and LinkedIn® Profiles;
- ✓ Career consulting and coaching services to elevate students for job market success;
- ✓ Consult and help students build their job applications required to get hired;
- ✓ Communicate and coordinate with students from multiple locations/universities.
- ✓ Consultative approach to build student's confidence while coaching them on their profile;

### WORK, STUDY AND TRAVEL in Wuppertal, Germany

09/2001 – 08/2003