

NATALIA DELI

Remote Ops Manager | AI Systems Consultant | Project & Process Lead | Support & BD Expert | Virtual EA | LMS Specialist

+373 69 411 211 | adelcraftmd@gmail.com | 3805 Moldova, Comrat | <https://www.linkedin.com/in/nataliadeli/>



Profile

Experienced and reliable business support specialist with 17+ years in executive assistance, operations, and marketing. Known for streamlining workflows, boosting team productivity, and building systems that help people work smarter. Strong entrepreneurial mindset and proven success supporting leaders and remote teams across industries. Seeking part-time or freelance remote roles with flexible hours and opportunities to grow in real-time English communication.

Education

- **State University, Moldova**
Master's Degree in Business Management
Completed in 2008
- **State University, Moldova**
Bachelor's Degree in Economics and Management
Completed in 2007
- **AI Expert, Business & Automation**
Dmitri Ledovski, Ocifrolog, Tomoru
Completed in 2025

Skills

- Management Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Communication & Relationship Building
- Tools & Platforms: Google Workspace, Microsoft 365, Zoom, Trello, CorelDraw, HubSpot, AI
- Data Analysis & Decision-Making

Languages

- English (B2)
- Russian (Native)
- Romanian (Advanced)
- Turkish (A2)

Experience

Amazon Business Owner | Remote Business Support Specialist AdelCraft LLC | USA, Wyoming 2024 – Present

- Founded and ran an Amazon FBA business (AdelCraftMD) focused on eco-friendly wooden products
- Launched a sustainable brand growing in local and international markets
- Created branded materials and supported project coordination
- Used AI tools to enhance content, templates, and workflow efficiency

Remote Administrative & Project Manager Sahore Entourage Pvt. Ltd. / Multilingual content & language services provider 2024 – 2025

- Coordinated virtual events and scheduling across teams
- Provided tech support and prepared client documents
- Managed task assignments, databases, and admin duties
- Supported basic social media and online research

Startup Manager & Operations Coordinator & Owner AdelCraft SRL, Moldova 2019 – 2025

- Founded and managed a wood product business, overseeing full operations
- Ensured quality standards, process optimization, and business growth
- Handled daily operations, team communication, and client relationships
- Led all aspects of business management and service delivery

Shop Manager & Team Support Manager IM Orange Moldova SA, Moldova 2009 – 2024

- Led retail operations and a 5+ person team at a major telecom company, increasing revenue by 20%
- Boosted efficiency, customer satisfaction, and staff performance
- Supported executives with scheduling, documentation, and reporting
- Developed onboarding tools and streamlined admin processes

Additional Details

- Remote Only | Freelance / Part-Time (25–35 hours/week preferred)
- Available Monday to Sunday, 7:00 AM to 6:00 PM, GMT+3 (U.S. Eastern Time compatible)
- W-8BEN Ready for U.S.-based contracts
- Focused on Executive Assistance, Business Coordination, Client Communication Support

Certifications

Energy Systems, Security, and Net Zero Emissions ITEC Delhi, 2023

Excel for Business, PowerPoint & Task Management SBC Chisinau, 2020–2022

Social Media Marketing Wox Academy, 2021