



## Elena Alexandra Dobre

**Citizenship:** Romanian **De of birth:** 22/05/1992 **Gender:** Female

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📍 **Address:** Bucharest (Romania)

### PROFESSIONAL EXPERIENCE

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#### General Manager

*Ministry of Family, Youth and Equal Opportunities* [2022 – On going]

City: Bucharest

County: Romania

1. Responsible for compliance with the provisions, rules, standards, general procedures established and approved by the M.F.T.E.S. management within the internal management control system designed and implemented by M.F.T.E.S., within the structure lead;
2. Coordinates, organises and responsible for elaboration and implementation, within the structure lead, of the specific procedures, working instructions and all documents specific to the structure, within the framework of the internal management control system designed and implemented by M.F.T.E.S.;
3. Initiates and, where appropriate, approves draft legislation aimed at supporting the family and increasing the birth rate;
4. Establishes and implements, in cooperation with the central and local public administration authorities, tax deductibility measures for families with children;
5. Collaborates with the Ministry of Education and other central public administration bodies to implement programmes for the development of early education services, i.e. crèches and other complementary services;
6. Plans and coordinates the specific activities of the structure lead;
7. Establishes the objectives of the structure lead according to legal requirements concerning the internal management control system and is responsible for their achievement;

#### DPO accredited trainer

*Institute for Active Aging Association* [2021 – On going]

City: Bucharest

#### President

*Institute for Active Aging Association* [2020 – On going]

City: Bucharest

County: Romania

THE ASSOCIATION FOR SMART AGING is a legal private entity, without business purposes, being aimed at the sustainable development of the society, promoting civic and social values through smart aging of population that will contribute to reaching an optimal health level for longer periods of time as well as of a productive life of elderly people, organizing programs and projects supporting the elderly people, which can contribute in increasing their psychical comfort, involving them in recreational, educational, sports, scientific, cultural and educative, cultural and religious, cultural and social activities, promoting volunteering, as well as encouraging helping between people.

Members: 570 people

#### General Manager

*ELDERLY CENTRE BUCHAREST* [ 2018 – 2022 ]

City: Bucharest  
County: Romania

- ensures smooth running of current activity of the institution
- issues decisions
- prepares business programs
- decides on the new directions of development
- prepares annual strategies, on short, medium and long term for the organization of cultural activity
- proposes the organizational structure and the number of staff, organizational and operational guidelines, Internal Regulation Policy
- decides on the establishment and members of the Discipline Committee
- determines the number and timing of bonuses awarded to employees of the institution, according to organizational and operational guidelines
- decides to hire and promote the institution staff, according to legal provisions
- takes act of the resolution of the Discipline Committee, and takes the required measures
- manages the patrimony of the institution, in full compliance with legal norms,
- coordinates the revenue and expenditure budget drafting
- acts as the institution representative in relation to national or international individual or business entities
- coordinates the organization of international projects and supervises their smooth performance
- takes part in and organizes national and international cultural fairs
- collaborates with other state institutions, non-governmental organizations, economic agents, etc. in order to organize and implement cultural projects
- approves the calendar of cultural, educational and recreational activities carried out by the center
- proposes surveys and studies to measure the satisfaction of beneficiaries' needs of cultural and youth projects
- monitors and reports on the status of obtaining and holding the necessary permits and certificates required for cultural activities
- arranges measures to remedy risk situations
- promotes the image of the institution internally and externally
- approves budgets and necessary corrections
- signs agreements with the partners of the center
- approves the procedures of general interest of the institution
- requests activity reports and takes the necessary measures

#### **Member of the Board of Directors**

*SC SERVICE CICLOP SA* [2018 – 2022]

City: Bucharest  
County: Romania

#### **Member of the Board of Directors**

*SPITALUL CLINIC DE COPII DR. VICTOR GOMOIU* [2018 – 2020]

#### **Member of the Board of Directors**

*CLINICAL HOSPITAL OF OBSTETRICS AND GYNECOLOGY FILANTROPIA* [2018 – 2020]

City: Bucharest  
County: Romania

#### **Member of the Board of Directors**

*ST. STELIAN HOSPITAL* [2018 – 2020]

City: Bucharest  
County: Romania

#### **Moderator The TV Show Stâlpii Societății**

*Canal 33* [08/2017 – 02/2018]

City: Bucharest  
County: Romania

## General Manager

*EUROPEAN CULTURAL AND YOUTH CENTRE FOR UNESCO "NICOLAE BĂLCESCU"* [07/2016 – 04/2018]

**City:** Bucharest

**County:** Romania

- ensures smooth running of current activity of the institution
- issues decisions
- draws up activity programmes
- decides on new development directions
- draws up annual short, medium and long-term strategies for organizing cultural activity
- proposes the organizational structure and number of staff, organizational and operational guidelines, internal regulation policy
- decides on the establishment and composition of the disciplinary committee
- determines the amount and frequency of bonuses received by employees of the institution, in compliance with the organizational and operational guidelines
- decides on the employment and promotion of staff within the institution, in compliance with legal provisions
- takes note of the decision of the disciplinary committee and takes the necessary measures
- administers the institution's assets, in compliance with legal provisions
- coordinates the preparation of the revenue and expenditure budget
- represents the institution in dealings with national and international individuals and legal bodies
- coordinates the organization of international projects and supervises their smooth running
- takes part in and organizes national and international cultural fairs
- collaborates with other state institutions, non-governmental organizations, economic agents, etc., in order to organize and complete cultural projects
- endorses the calendar of cultural, educational and recreational actions carried out by the center
- proposes to carry out surveys and pools to measure the satisfaction of beneficiaries' requirements cultural and youth projects
- monitors and marks out the compulsory approvals and certificates required for carrying out the cultural activity
- orders measures to remedy some risk situations
- promotes the image of the institution internally and externally
- approves budgets and necessary corrections
- signs the contracts with the center's partners
- Approves the procedures of general interest of the institution
- requests activity reports and takes the necessary measures

## GENERAL MANAGER OF THE COMPANY

*Sc Ronyn WORLD Events SRL* [05/2016 – 07/2016]

**City:** Bucharest

**County:** Romania

- monitors the market, analyses business development opportunities and related constraints
- establishes the general objectives according to the strategy set by the Board of Directors as well as the objectives of subordinate managers;
- initiates, takes part in the elaboration and implements business plans
- identifies the resources needed to develop the activity
- identifies staff needs, seeks to improve the training of employees, hires, promotes, sanctions and terminates the employment of employees, as the case may be, in compliance with the law, determines the duties of employees
- checks if objectives are met
- takes part in drawing up and approves the budget, adopts measures to implement the annual budget
- represents the company in relation with third parties (suppliers, customers, state institutions, banks, etc.), concludes deeds on behalf of the company: individual employment agreements, commercial agreements (with customers, suppliers, partnerships), internal procedures, financial reports, etc.
- assesses the activity of subordinate managers as well as the company's relation with third parties (suppliers, customers)
- monitors the compliance with the company's obligations towards third parties (e.g. meeting contractual deadlines, payment of bank instalments, debts to the state budget) and employees (e.g. salary entitlements)
- monitors employees' compliance with internal rules and legal regulations
- ensures the efficient use of the company's resources

- reconciles internal disputes between members of the organization
- takes part in the implementation of the quality system

### **ADVISOR OF THE MINISTER CABINET**

*Ministry of Youth and Sports* [04/2016 – 07/2016]

**City: Bucharest**

**County: Romania**

- ensures the administrative and document management of processes in the Minister's cabinet;
- ensures the Minister's protocol when travelling;
- manages the Minister's diary;
- assists the Director of Cabinet in sorting and prioritizing invitations;
- takes the place of the Director of Cabinet in his/her absence;
- liaison in the relation with directors of the specialist directorates and the Secretary-General on administrative transparency and actions relating to free access to information of public interest.
- other specific responsibilities.

### **COLLABORATOR- ASSISTANT**

*Senate Of Romania* [2013 – 2014]

**City: Bucharest**

**County: Romania**

- ensures the management of the senator's agenda;
- plans the senator's hearing calendar;
- manages and sorts invitations received by the senator;
- informs the senator on the status of draft laws that may fall within his/her competence and field of activity;
- forwards to citizens the senator's replies to issues raised by them in the complaints submitted;
- organizes events;
- provides assistance during hearings;
- other specific responsibilities in the senatorial office;

### **ADVISOR OF THE MINISTER CABINET**

*Ministry of Internal Affairs* [2014 – 2015]

**City: Bucharest**

**County: Romania**

- coordinates specific parliamentary information activities and takes part in meetings organized for this purpose;
- presents the information to the Minister of Administration and Interior on the status of draft laws under debate in the Senate and the Chamber of Deputies, concerning the areas of competence of the Ministry of Internal Affairs;
- takes part in events organized within the Ministry of Internal Affairs;
- performs other duties and tasks as delegated by the Minister of the Internal Affairs

### **Member**

*Youth Cultural Association of Romania and Azerbaijan ( ACTAR)* [2011 – 2014]

**City: Bucharest**

**County: Romania**

- ensures communication between young Azeri students settled in Romania and Romanian students;
- organizes cultural Azerbaijani-Romanian events;
- takes part in all events organized by the Embassy of Azerbaijan in Romania;
- I acted as a translator for several events organized by ACTAR

### **SALE REPRESENTATIVE**

*SC MGNICOM SRL* [ 2011 – 2014 ]

**City: Bucharest**  
**County: Romania**

- promotes the company's products;
- identifies the customer needs, presents customized/optimized solutions;
- implements the communication strategy with other departments for the timely completion of projects;
- increases the portfolio of new clients;
- Member of the management team – bringing my contribution to the preparation of business plans for the respective years;
- increases the competitiveness of the company;
- develops the company's branding and image;
- identifies medium and long-term development opportunities;
- advises on legislation in force, relating to employment contracts and accounting documents;
- other specific responsibilities.

## **STUDIES AND PROFESSIONAL TRAINING**

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### **DOCTORAL CANDIDATE**

*National School of Political and Administrative Studies SNSPA, Faculty of Public Administration - SNSPA* [2020 – On going]

**Address: Bucharest (Romania)**

**Filed(s) of study:** Administrative Sciences

PhD theme - Smart ecosystems with applications in social policies

### **MASTER DEGREE in Applied Forensic Research**

*Police Academy, The Faculty of Law and Administration e* [2017 – 2019]

**Address: Bucharest (Romania)**

### **MASTER DEGREE in Business Administration (MBA)**

*The University of Bucharest, Bucharest (Romania), UNESCO Department* [2017 – 2019]

**Address: Bucharest (Romania)**

### **BS in Law**

BS in Law [2011 – 2015]

**Address: Bucharest (Romania)**

### **BS in Political Science**

*National School of Political and Administrative Studies ( SNSPA)* [2011 – 2014]

**Address: Bucharest (Romania)**

### **BACCALAUREATE CERTIFICATE (A LEVELS)**

ȘCOALA CENTRALĂ NATIONAL COLLEGE [2007 – 2011]

## **LANGUAGE PROFICIENCY**

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Mother's tongue: **Romanian**

### **Other language(s):**

**English**

**ORAL COMPREHENSION C1 READING C1  
WRITING C1**

**WRITTEN PRODUCTION C1 CONVERSATION C1**

**French**

**ORAL COMPREHENSION B2 READING B2 WRITING B2  
WRITTEN PRODUCTION B2 CONVERSATION B2**

Spanish

ORAL COMPREHENSION B2 READING B2 WRITING B2

WRITTEN PRODUCTION B2 CONVERSATION B2

## **DIGITAL SKILLS**

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Internet Browsers: Internet Explorer. /Certified in computer science/COMPLETE ECDL - Microsoft Office (Word, Excel, Access, PowerPoint)/knowledge in the programming language Borland Pascal as well as in Windows and MacOS operating systems/Amateur user websites building programs/A good knowledge of photo editing programs

## **PUBLICATIONS**

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### **Urban governance models**

2022,

### **Digital infrastructure for social policy**

2022,

### **Sucevita Angels' or how the cultural heritage of Romania gets closer to young people**

2021,

### **Heart Felt Administration for Seniors of Bucharest**

2020,

### **Alexandra Dobre, the youngest director of a public institution in Romania**

2017,

### **"Cultural Institutions Vanish If There Is No Organizational Culture"**

2018 ,

### **"A Lot Of Times, It's Exhausting To Be A Woman. You Always Have To Prove Something!"**

2018 ,

### **"Bucharest is very careful with its seniors, as a child that has grown up"**

2019 ,

### **"For me, Bucharest is my home - past, present and future"**

2018 ,

## **HONORARY DISTINCTIONS AND AWARDS**

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### **Diplomas/Certificates**

- Digital Skills Certification Diploma;
- English Skills Certification Diploma, Qualification "Proficient";
- Digital competence certificate accredited by CISCO NETWORKING ACADEMY;
- Certificate of participation into the project "Romanian Youth - European Youth", National Competition for Debates, accredited by ARDOR (Romanian Association of Debates, Oratory and Rhetoric)
- Diploma of graduation of the educational program in the art of leading and team spirit, a program called "Leaders of the Third Millennium";
- Diploma of Excellence of the City Hall of Sector 2, for the successful implementation of educational projects and social involvement dedicated to young people;
- Certificate of participation into the seminar "Structural Funds - Funding opportunities for local public authorities in Romania"
- Diploma of participation into the "Camp of young volunteers from Ostffyasszonyfa, Republic of Hungary, offered by the National Office for the Cult of Heroes;
- Certificate of participation into the "Camp of young volunteers from Ostffyasszonyfa, Republic of Hungary, offered by the Government of Romania;
- Graduation Certificate "Management and contribution of European funds in the sustainable development of Romania";

- Diploma of Excellence of the City Hall of District 2, for recognizing the contribution and special involvement in the life of the community and of young people;
- Diploma for being awarded the second place at the “Romania Debates” Contest, organized by the Dan Voiculescu Foundation;
- Diploma for graduating the Public Administration course;
- Diploma for graduating the course of Emergency Situations and First Aid; - Diploma for graduating the Management course.
- The title of Smart City Ambassador for involvement in the development of communities in Romania and the Smart City industry, on behalf of the Romanian Association for Smart City and Mobility 2017
- Certificate for special merits and involvement in the field of diplomacy and bilateral trade, on behalf of the Chamber of Commerce and Industry of Romania 2018
- Diploma of excellence Golden Chrysanthemum for contributing to the achievement of the National Concert Program “United by Novelette”, from the National Commission of Romania for UNESCO 2018
- Diploma of excellence for the organization of the project “Colors at 1100 height” on behalf of Predeal City Hall
- Emblem of Honor of the Ministry of National Defense 2020

## MANAGEMENT AND LEADERSHIP SKILLS

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### *Management*

- leadership skills, synthesis and analysis capacity, decision-making capabilities, organizational spirit, coordination skills;
- punctuality, the ability to make decisions under stress and meet deadlines;
- ability to assess the professional skills of collaborators;
- teamwork;
- spirit of evaluation and improvement;
- monitoring the team's work;
- organizational skills
- setting the focus: Ability to develop and communicate organizational goals in support of the company's strategy and mission
- provides motivational support: Ability to increase team engagement
- promoting teamwork: Ability and willingness to cooperate with others within a team; the ability to teach other people to work in a team
- team supervision
- conflict management: Sometimes conflicts can arise in the workplace. If this is not managed properly, it can lead to the alteration of relationships between people and groups of people, leading to major effects on the organizational culture and even of productivity
- strategic and result orientation: taking part in the development and/or communicates the business vision of the company by engaging the actions that lead to the achievement of the strategic goal
- acting in compliance with organizational goals
- change management
- innovation: The manager has an innovative approach to solving problems or engages in the implementation of organizational changes and technologies – as the case may be – that lead to the improvement of the company's processes and results
- Strategic and time management skills: Customer orientation, decision making, resource management, etc.
- negotiation skills and analytical skills
- critical and constructive thinking
- professional ethics
- the ability to execute multiple tasks at the same time (multitasking)
- stress management: The ability to function effectively when there are pressures and maintain self-control



I organized the following events:

- Bucharest Days Festival - 2 editions
- Europe Days Festival
- over 100 thematic exhibitions, national and international
  - Education and Culture Thematic Camp - 2 editions
- Exhibition The Colors of Bucovina in Paris, November 2017
- National Students' Conference - 2 editions

## **COMMUNICATION AND INTERPERSONAL SKILLS**

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### **Communication**

Effective communication, team spirit, increased ability to adapt, seriousness, ability to assimilate new information and skills, availability for involvement into social and cultural activities, acquired competences following the implementation of numerous group projects within the activities at the workplace, within the numerous cultural and social events which I took part in (meetings, interviews, negotiations).

Excellent written and verbal communication skills, which helped me in carrying out the activity as a trainer, the trainings organized had positive appreciations from 98% of the participants.

Public speaking, group presentations or through electronic means, skills that help me carry out my activity as a team leader and carry out trainings with teams, regardless of their size or location.

The productivity of the teams I led increased by more than 50%, and this as a result of the good collaboration and clear communication of the team's objectives to its members.

## **PROFESSIONAL TRAINING COURSES**

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### **PROTOCOL ARCHITECTURE, ETIQUETTE AND THE ART OF COMMUNICATION IN DIPLOMACY**

2022

Romanian Diplomatic Institute (IDR)

### **BUSINESS COMMUNICATION**

01/2022)

London School Of Business And Communication

### **PR - PUBLIC RELATIONS AND COMMUNICATION**

01/2022)

London School Of Business And Communication

### **Marketing and Communications**

03/2022)

International Business Management Institute - Germany

### **International Law**

01/2022)

International Business Management Institute - Germany

### **CERTIFIED MANAGER**

2020

Cambridge Business Program - Business Academy



**Strategic Management of Internal Affairs**

2019

National College of Internal Affairs - Ministry of Internal Affairs

**Cultural Manager**

2017

Ministry of Culture

**Courses**

2006-2018

**Psycho-Pedagogical Module - Module 1+ Module 2 - 2017 - 2018**

Polytechnic University, Bucharest

**Leadership Specialization Course - 2016**

European Academy for Young Political Leaders

**ANC Trainer Accredited Course - 2016**

Association for Young People for Education and Society

**ANC Manager accredited course - 2016**

Avangarde Business Academy

**Graduation certificate – Applicative Courses DISCOURSE and POLITICAL BRANDING – 2014** Center for Applied Strategies and the Chamber of Commerce and Industry of Romania

**Graduation certificate - Intensive courses of diplomacy and national security- 2014**  
Chamber of Commerce and Industry of Romania and the Center for Applied Strategies

**Cambridge Certificate - 2006**

British Council Bucharest, Bucharest (Romania)