



● **WORK EXPERIENCE**

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05/2024 – CURRENT Bucharest, Romania

**PROCUREMENT OPERATIONS AND TECHNICAL CONTRACT** CHAIN IQ GOUP AG

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Among the responsibilities managed and key skills developed in this role include:

- Assisting in the development and implementation of procurement procedures;
- Coordinating with other departments to ensure that procurement requirements are understood and efficiently met;
- Producing periodic reports on performance evaluation;
- Effective communication to navigate and solve interdepartmental issues;
- Adaptability and agility in managing rapid changes in market conditions;
- Advanced use of supply chain management software.

11/2016 – 05/2024 Bucharest, Romania

**PROJECT MANAGER** MORADI SMART CONSTRUCT SRL AND ASSETS OFFICE SRL

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My tasks included:

- Creating and updating personnel files;
- Making offers, quotations, contracts and invoices;
- Carrying out activities specific to primary accounting;
- Obtaining town planning certificates, approvals and building permits;
- Developing and aligning project plans with organizational objectives;
- Effective coordination and communication with teams, subcontractors, suppliers and stakeholders;
- Overseeing the implementation of quality control measures to meet industry standards;
- Identifying potential risks and developing mitigation strategies for the success of the project;
- Developing and maintaining project programs, ensuring timely completion of stages;
- Regularly informing stakeholders about the progress and risks of the project;
- Promoting positive relations with clients, understanding their needs and expectations.

09/2019 – 08/2021 Bucharest, Romania

**ASSISTANT PROJECT MANAGER** SNSPA

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As an Assistant Project Manager for the SKOPE4GEG Project, I was responsible for and engaged in the following key activities and duties:

- Coordinating health protocols with stakeholders, protecting employees, customers, and the community;
- Adapting project plans proactively amid COVID-19 for seamless progress;
- Collaborating with the Project Manager to orchestrate project activities, ensuring seamless coordination and efficient execution;
- Monitoring project progress and milestones over time, providing regular updates to the Project Manager and key stakeholders;
- Facilitating effective communication within the project team and with stakeholders by coordinating meetings and presentations;
- Maintaining comprehensive project documentation, including project plans, status reports, and meeting minutes;
- Ensuring compliance with owner's policies and project-specific requirements;
- Proactively seeking opportunities to enhance project processes and optimize outcomes;
- Demonstrating a proactive and accountable approach by taking ownership of assigned tasks and initiatives;
- Providing valuable assistance in preparing project proposals and presentations;
- Upholding a high level of professionalism, integrity, and confidentiality while handling sensitive project information;
- Staying ahead of project management methodologies and best practices to continuously improve performance;
- Actively participating in team meetings, contributing constructively to discussions and decision-making processes;
- Representing the project team in cross-functional collaborations to achieve shared objectives.

12/2019 – 06/2021 Bucharest, Romania

**DOCTORAL ASSISTANT** SNSPA

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In order to teach courses in the field of Project Management, I carried out activities such as:

- Teaching the course/seminar/project hours, in accordance with the curriculum and the discipline sheet;
- Consultations with students;
- Verification of students along the way and final evaluation;

- Coordination of students' practical activities;
- Carrying out scientific research activity.

The courses taught fully or in part are: Project Management - Design and Implementation, Project Management - Investments in the Public Sector (teaching in Romanian and English).

12/2016 – 08/2018 Bucharest, Romania

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#### **PURCHASING PROCESS ASSOCIATE** GENPACT SRL

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I demonstrated proficiency in the following key activities and responsibilities:

- Providing expert support for the applications used by clients through proficient handling of phone and email inquiries, resulting in improved user satisfaction;
- Exercising precise supervision over the material delivery process, ensuring seamless logistics and streamlined operations;
- Providing expert support for the applications used by clients through proficient handling of phone and email inquiries, resulting in improved user satisfaction;
- Serving as the central point of contact for suppliers and customers, fostering effective communication and building strong professional relationships;
- Demonstrating keen insight into customer needs and consistently exceeding their expectations by delivering exceptional service and prompt issue resolution;
- Cultivating a friendly and customer-oriented attitude, establishing a welcoming and approachable demeanor that enhances the overall work experience.

02/2016 – 07/2016 Bucharest, Romania

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#### **INTERN - PROJECT MANAGER** COLORS IN PROJECTS

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The project I orchestrated aimed to augment the company's visibility, so it necessitated:

- Orchestrating the activities within the project, directly supervising the collaborators involved;
- Monitoring over time the progress achieved towards the proposed objectives;
- Ensuring the circulation of information within the project, organizing regular meetings with the project team, and presenting to stakeholders;
- Guaranteeing the project's success and mitigating risks to accomplish the desired outcomes.

07/2013 – 04/2014 Bucharest, Romania

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#### **ECONOMIC ASSISTANT** SLABACU SRL

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Because my main focus at the time was attending university courses, my duties consisted of:

- Primary accounting activities (archiving and recording accounting documents, making payments to suppliers);
- Tracking payments to suppliers at the due dates and receipts from customers.

### ● **EDUCATION AND TRAINING**

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10/2018 – CURRENT Bucharest, Romania

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#### **DOCTORAL STUDENT IN ECONOMIC SCIENCES** SNSPA

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10/2018 – 06/2019 Bucharest, Romania

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#### **MASTER IN PSYCHOPEDAGOGICAL TRAINING** ASE

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09/2015 – 06/2017 Bucharest, Romania

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#### **M.A. IN PROGRAMS AND INVESTMENTS MANAGEMENT (EN)** SNSPA

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09/2012 – 06/2015 Bucharest, Romania

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#### **BACHELOR'S DEGREE IN PSYCHOPEDAGOGICAL TRAINING** ASE

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10/2012 – 06/2015 Bucharest, Romania

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#### **BACHELOR'S DEGREE IN BUSINESS AND TOURISM** ASE

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08/2008 – 05/2012 Bucharest

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#### **HIGH SCHOOL DIPLOMA** Dante Alighieri High School

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### ● **LANGUAGE SKILLS**

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Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>ITALIAN</b>	C2	C2	C2	C2	C2

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

## ● **DIGITAL SKILLS**

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European Computer Driving Licence (ECDL) | CISCO IT Essentials – PC Hardware and Software

## ● **MANAGEMENT & LEADERSHIP SKILLS**

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### **Management and Leadership Competencies**

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Leadership: I have consistently held leadership positions in the majority of successful projects I participated in.

Team collaboration: I effectively fulfilled my responsibilities in various projects and provided support to my teammates.

Analytical, planning, and organizational skills: Acquired during specialized training as a financial consultant at OVB Romania.

Conflict resolution and mediation abilities: Developed in the empathetic environment of ASE Teaching Staff Training Department.

Creativity: Cultivated through coursework in the artistic field.

Team cooperation and adaptability: Skills honed through volunteer work, primarily focused on collaborating with children.

## ● **COMMUNICATION AND INTERPERSONAL SKILLS**

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### **Communication Competencies**

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Communication and interpersonal: Proficient communication skills acquired through engaging in courses and internships at the Department for Teacher Training, ASCIG ORATORICA course, and private theater courses.

Expressiveness: Developed expressive skills through the same courses and while working with children in diverse volunteering activities.

Information selection: Strong ability to discern relevant information from irrelevant information.

Text form: Demonstrated aptitude in crafting written texts for various purposes.

Argumentation: Possess specific skills in formulating, following up, and evaluating arguments during active debates.

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